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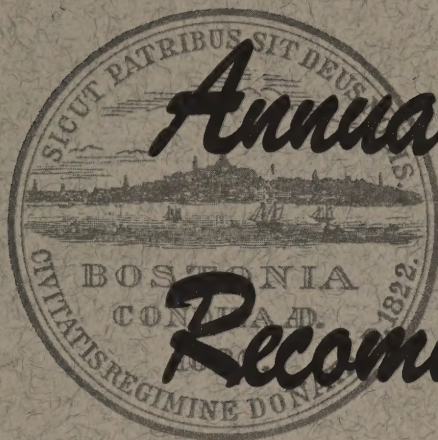
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No.



*City of Boston
and
County of Suffolk*



*Annual Budget
Recommendations*

as submitted to

The Boston City Council

by

John F. Collins

MAYOR

*For the Fiscal Year
1964*

CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1964

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN F. COLLINS
MAYOR

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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN F. COLLINS
Mayor

February 3, 1964.

To the City Council:

GENTLEMEN:

I submit herewith the budget allowances for City, County and Revenue Departments for the year 1964 which total, in the aggregate, \$142,168,861.00.

These allowances are \$7,432,492.87 higher than those for the previous year, but are more than \$10.7 million less than the amounts requested by the various departments involved.

Increases in compensation for police and firemen, for physicians and nurses at our hospitals, for librarians and assistant librarians, and for city and county workers covered by the Jacobs survey, plus legislatively-enacted salary increases for Judges, Court Clerks, and Assistant Clerks and Probation Officers, will require additional funds this year of more than \$4,000,000.00. Increased allowances for Welfare and Veterans' Aid account for another \$1,100,000.00.

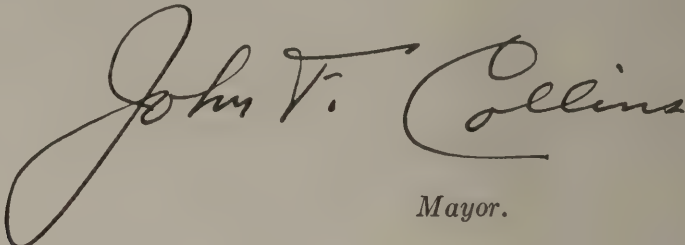
The policy inaugurated in the 1962 budget of replacing equipment on an annual basis is continuing this year. In fact, over 1.5 million dollars is recommended in this year's budget for this purpose, reflecting an increase of nearly \$700,000.00 over 1963. Today one can observe our new equipment on our streets and be satisfied to know that the City is meeting its obligations for their purchases on a pay-as-you-go basis. It is my desire to see this policy continued.

A new system for better control of funds appropriated for equipment has been initiated this year. A single account for all department requirements has been established with a detailed allocation to each department. It is expected that by this method equipment needs can be determined more accurately and that a more efficient method of mass purchasing will effect an overall saving to the City.

Enlightened economy continues to be the watchword in safeguarding the City's affairs. The strictest budgetary control must be maintained, consistent with the need of Boston's citizens for improved services, plant and equipment. Boston will continue to keep its house in order, by following the most careful budgetary and accounting principles required by and consistent with the public good. The accompanying budgetary allowances have been prepared and submitted with these principles in mind.

It is respectfully recommended that your Honorable Body adopt the accompanying appropriation and tax orders.

Respectfully,


Mayor.



CITY OF BOSTON
ADMINISTRATIVE SERVICES DEPARTMENT
ROOM 50, CITY HALL

February 3, 1964.

HON. JOHN F. COLLINS
Mayor of Boston

DEAR SIR:

In accordance with the provisions of Section 3 of Chapter 4 of the revised city ordinances, I have prepared, under your direction and in consultation with the Director of Administrative Services, in segregated form, the annual budget for the City, County and Income Departments, for submission, by you, to the City Council for the year 1964.

Departmental requests for 1964 amounted to \$152,942,696.00. After careful scrutinization of the individual accounts these recommendations have been reduced to \$142,168,861.00 or a decrease of \$10,773,835.00 under the original proposals of the Department Heads.

A summary of appropriations for City, County and Income Departments is indicated herewith:

	1963	1964	1964
	APPROPRIATION	REQUESTS	ALLOWANCES
CITY	\$118,225,020 90	\$132,583,738 00	\$124,364,588 00
COUNTY	8,807,425 40	10,070,916 00	9,716,599 00
INCOME	7,703,921 83	10,288,042 00	8,087,674 00
TOTAL	\$134,736,368 13	\$152,942,696 00	\$142,168,861 00

City, Income and County Departments

The following amounts show the increases, by groups, for City, Income, and County Departments.

	AMOUNT OF INCREASE
1. Personal Services	\$4,049,213 87
2. Contractual Services	1,232,282 00
3. Supplies and Materials	87,216 00
4. Current Charges and Obligations	1,208,717 00
5. Equipment	690,817 00
7. Structures and Improvements	429,092 00
8. Land and Non-Structural Improvements to Land	243,000 00*
Special Appropriations	21,845 00*
GRAND TOTAL	\$7,432,492 87

* Denotes decrease

Listed below are the reasons for these increases:

Personal Services. The increase of \$4,049,213.00 is the result of the salary increase granted to employees, by the Mayor and the City Council, with the acceptance of the new Compensation Plan. Furthermore, certain county employees' salaries were increased as the result of legislation passed in 1963.

Contractual Services. The increase in this group has been made necessary by the following:

a. Boston Redevelopment Authority: the City will be required to prepare photogrammetric maps for territories outside the areas of the Boston Neighborhood Redevelopment Program.

b. Public Works Department: for better illumination of city streets, and increased cost of collection of garbage and refuse.

c. The other increases are for repairs to city owned buildings.

Supplies and Materials. The cost of materials is constantly increasing and is reflected in this area.

Current Charges and Obligations. Additional Welfare and Veterans Benefits costs have appreciably increased this item.

Equipment. As a result of the City's policy to replace equipment as needed for the continued efficient operation of the city departments, this appropriation has been increased.

Structures and Improvements. Necessary repairs to bridges, buildings, and the installation of a new heating plant in the Franklin Park Greenhouses are responsible for the substantial increase in this item.

Land and Improvements. Decrease of \$243,000.00.

Special Appropriations. Notwithstanding an increase of \$200,000.00 for the Group Insurance Plan, this appropriation has decreased.

[illegible]

Respectfully,

Henry T. Brennan

Supervisor of Budgets.

PART I
APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1964

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1964

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1964, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the Metropolitan Water District Commission, Commonwealth of Massachusetts, and for the interest and debt requirements for water purposes be met by the income of said service, and any excess over income, from taxes, as provided for by Chapter 488 of the Acts of 1895; that the appropriation for Sewer Service current expenses, payment of maintenance assessments to the Metropolitan District Commission, Commonwealth of Massachusetts and for the interest and debt requirements for loans issued for sewer purposes be met by the income of said service, and any excess over income, from taxes, as provided for by Section 16 of Chapter 83 of the General Laws as amended by Chapter 311 of the Acts of 1961; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1964; by taxes on the estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That the appropriation for the Cemetery Division, Parks and Recreation Department in accordance with the provisions of Chapter 13 of the Acts of 1961 be and hereby is appropriated from the General Cemetery Fund, to be expended under the direction of the Commissioner, Parks and Recreation Department for the Cemetery Division the expense of maintenance, improvement and embellishing said cemeteries as is not met by the income of deposits for perpetual care on hand December 31, 1963.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof, including such sums as may be appropriated for the Sewer and Water Divisions of the Public Works Department and so designated in said appropriations as a proper allocation to the Public Works Department General or any sub-division thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1964, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1964. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1964, on all real estate and personal property taxes remaining unpaid after November 1, 1964, and assessed and payable in the year 1964, before said November 1, 1964, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION		TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT				
LEGISLATIVE AND EXECUTIVE				
1-01-11	Mayor, Office Expenses	\$178,608 00	\$145,408 00	\$2,700 00
1-01-94	Conv. and Entertain Dist. Guests .	25,000 00	—	—
1-01-95	Public Celebrations	85,000 00	—	—
1-13-77	U. S. Bond Allotment Plan . . .	29,200 00	—	—
1-13-78	Committee for Civic Unity . . .	1,000 00	—	—
1-01-12	City Council	175,170 00	156,000 00	14,580 00
1-01-13	City Council Proceedings . . .	21,500 00	—	21,500 00
ELECTIONS				
1-01-21	Election Department	555,140 00	453,000 00	71,740 00
FINANCE				
1-01-31	Auditing Department	483,698 00	400,000 00	13,500 00
1-01-36	Assessing Department	754,585 00	698,000 00	24,370 00
1-01-37	Collecting Div. Treasury Dept. .	298,012 00	227,300 00	15,797 00
1-01-38	Treasury Div. Treasury Dept. .	279,436 00	203,000 00	23,775 00
1-01-39	Board of Sinking Fund Commissioners, Treasury Department	2,650 00	2,200 00	—
1-01-40	Administrative Services	1,293 323,00	986,155 00	117,933 00
LAW				
1-01-51	Law Department	458,762 00	387,956 00	63,850 00
RECORDING AND REPORTING:				
1-01-61	City Clerk Department	95,878 00	88,785 00	4,975 00
1-01-62	City Documents	55,000 00	—	55,000 00
PLANNING				
1-01-72	Board of Zoning Adjustment . .	615 00	115 00	425 00
1-01-73	Zoning Commission	4,745 00	345 00	3,500 00
1-01-75	Office of Development	42,400 00	—	—
1-01-76	Office of Neighborhood Improvement	178,420 00	165,160 00	8,460 00
GENERAL GOVERNMENT BUILDINGS				
1-01-80	Real Property Department . . .	1,567,716 00	888,828 00	507,885 00
MISCELLANEOUS GENERAL GOVERNMENT				
1-01-91	Boston Retirement Board . . .	128,230 00	111,480 00	12,250 00
1-01-93	Finance Commission	69,750 00	54,852 00	7,823 00
PUBLIC SAFETY				
POLICE				
1-02-11	Police Department	18,528,997 00	17,610,000 00	385,042 00
FIRE				
1-01-21	Fire Department	13,568,638 00	12,814,000 00	290,800 00
PROTECTIVE INSPECTION AND REGULATION				
1-02-30	Building Department	984,561 00	754,541 00	215,530 00
MILITARY AND CIVILIAN DEFENSE				
1-02-41	Civil Defense Activities	113,012 00	82,687 00	21,800 00
OTHER				
1-02-51	Traffic and Parking Dept. . . .	1,010,615 00	710,000 00	199,000 00
1-02-52	Licensing Board	132,029 00	101,025 00	10,652 00
PUBLIC WORKS				
1-03-00	Public Works Department . . .	9,814,742 00	4,424,373 00	4,834,916 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$7,500 00	\$23,000 00				
—	—	—	—	—	\$25,000 00
—	—	—	—	—	85,000 00
—	—	—	—	—	29,200 00
—	—	—	—	—	1,000 00
4,165 00	425 00				
23,700 00	6,700 00				
16,000 00	54,198 00				
15,061 00	17,154 00				
44,725 00	10,190 00				
17,550 00	35,111 00				
300 00	150 00				
116,010 00	58,225 00	—	—	—	15,000 00
5,100 00	1,856 00				
1,930 00	188 00				
75 00					
900 00					
—	—	—	—	—	42,400 00
3,600 00	1,200 00				
71,955 00	99,048 00				
4,200 00	300 00				
425 00	6,650 00				
451,477 00	82,478 00				
394,400 00	69,438 00				
12,100 00	390 00	—	—	—	2,000 00
4,250 00	4,275 00				
100,315 00	1,300 00				
5,640 00	14,712 00				
327,077 00	8,376 00	—	\$220,000 00		

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
HEALTH			
1-05-00 Health Department	\$2,420,340 00	\$2,028,499 00	\$301,005 00
1-06-00 Hospital Department	20,177,175 00	15,467,000 00	912,000 00
1-07-10 Welfare Department	28,125,475 00	2,294,500 00	150,200 00
AID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department .	2,837,954 00	386,336 00	43,444 00
LIBRARIES			
1-10-11 Library Department	3,781,105 00	3,095,000 00	239,700 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department .	3,749,830 00	3,048,800 00	235,000 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	375,000 00	—	—
1-13-41 Workmens Compensation Service .	42,497 00	41,422 00	550 00
1-13-42 Workmens Compensation	300,000 00	—	—
1-13-61 City Record, Publication of	53,840 00	8,690 00	45,000 00
1-13-79 Youth Activities Bureau	60,520 00	—	—
1-13-74 Pensions and Annuities—City	5,690,000 00	—	—
1-23-31 Snow Removal	714,670 00	—	—
1-25-11 Federal Public Health Program	5,500 00	—	—
1-71-61 Boston Redevelopment Authority	804,623 00	331,693 00	420,425 00
1-05-25 Tuberculosis Patient Care	1,000,000 00	—	—
1-33-73 Reserve Fund	200,000 00	—	—
1-14-50 Departmental Equipment	1,189,627 00	—	—
1-01-98 Hospitalization and Insurance	1,900,000 00	—	—
Totals	\$124,364,588 00	\$68,167,150 00	\$9,275,127 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$85,010 00	\$5,826 00				
3,625,600 00	42,575 00	—	\$130,000 00		
95,725 00	25,585,050 00				
7,900 00	2,400,274 00				
367,625 00	78,780 00				
253,000 00	10,030 00	—	87,000 00	\$116,000 00	
—	—	—	—	—	\$375,000 00
500 00	25 00	—	—	—	300,000 00
150 00	—	—	—	—	60,520 00
—	—	—	—	—	5,690,000 00
—	—	—	—	—	714,670 00
—	—	—	—	—	5,500 00
6,900 00	45,605 00	—	—	—	1,000,000 00
—	—	—	—	—	200,000 00
—	—	\$1,189,627 00	—	—	1,900,000 00
—	—	—	—	—	
\$6,070,865 00	\$28,663,529 00	\$1,189,627 00	\$437,000 00	\$116,000 00	\$10,445,290 00

COUNTY

APPROPRIATION		TOTAL	1 PERSONAL SERVICES
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65	Registry of Deeds	\$514,227 00	\$477,985 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82	County Court House (Custodian)	778,490 00	622,060 00
1-01-84	Buildings Division, Real Property Department	236,499 00	166,474 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11	Jail	615,912 00	485,225 00
4-08-12	Central Office, Penal Institutions Department	59,225 00	58,400 00
4-08-13	House of Correction, Penal Institutions Department	1,158,022 00	736,175 00
4-08-14	Middlesex County Training School	80,000 00	—
JUDICIAL			
CENTRAL COURTS			
4-12-11	Supreme Judicial Court	128,242 00	118,022 00
4-12-12	Superior Court, General Expenses	151,580 00	147,345 00
4-12-13	Clerk's Office, Superior Court, Civil Session	988,322 00	650,704 00
4-12-14	Criminal Session, Superior Court	824,406 00	509,711 00
4-12-15	Municipal Court, City of Boston	1,210,054 00	1,128,329 00
4-12-16	Boston Juvenile Court	208,696 00	196,540 00
4-12-17	Probate Court	100,214 00	40,944 00
4-12-18	Court Officers' Division, Superior Court	464,516 00	446,476 00
4-12-19	Probation Department, Superior Court, Criminal Session	95,103 00	83,487 00
DISTRICT COURTS			
4-12-21	Municipal Court, Charlestown District	127,441 00	119,907 00
4-12-22	East Boston District Court	135,346 00	126,297 00
4-12-23	Municipal Court, South Boston District	129,459 00	121,869 00
4-12-24	Municipal Court, Dorchester District	229,629 00	217,296 00
4-12-25	Municipal Court, Roxbury District	549,940 00	503,305 00
4-12-26	Municipal Court, West Roxbury District	174,727 00	163,857 00
4-12-27	Municipal Court, Brighton District	117,336 00	109,021 00
4-12-28	District Court of Chelsea	146,638 00	137,463 00
MEDICAL EXAMINATIONS			
4-12-31	Medical Examiner Service, Northern District	54,168 00	48,678 00
4-12-32	Medical Examiner Service, Southern District	33,539 00	29,441 00
4-12-33	Associate Medical Examiner Service, Northern District	5,148 00	4,040 00
4-12-34	Associate Medical Examiner Service, Southern District	5,048 00	4,040 00
OTHER			
4-12-41	Social Law Library	2,000 00	—
4-12-42	Mental Illness	55,000 00	—
MISCELLANEOUS			
4-13-75	Pensions and Annuities	271,500 00	—
4-14-50	Departmental Equipment	66,172 00	—
GRAND TOTAL		\$9,716,599 00	\$7,453,091 00

BUDGET

2	3	4	5	SPECIAL APPROPRIATIONS
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	
\$7,742 00	\$16,000 00	\$12,500 00		
100,395 00	56,035 00			
58,125 00	11,700 00	200 00		
22,450 00	107,050 00	1,187 00		
235 00	500 00	90 00		
36,100 00	377,600 00	8,147 00		
—	—	—		\$80,000 00
6,335 00	3,760 00	125 00		
2,200 00	1,835 00	200 00		
315,100 00	22,000 00	518 00		
303,450 00	11,030 00	215 00		
40,900 00	39,225 00	1,600 00		
10,150 00	1,600 00	406 00		
27,100 00	28,970 00	3,200 00		
16,000 00	1,540 00	500 00		
6,297 00	5,016 00	303 00		
3,436 00	3,970 00	128 00		
3,700 00	5,200 00	149 00		
4,130 00	3,150 00	310 00		
6,960 00	5,070 00	303 00		
21,300 00	24,300 00	1,035 00		
5,200 00	5,570 00	100 00		
1,675 00	6,550 00	90 00		
3,205 00	5,820 00	150 00		
4,045 00	1,435 00	10 00		
2,000 00	1,780 00	318 00		
865 00	225 00	18 00		
865 00	125 00	18 00		
—	2,000 00			
54,700 00	300 00			
—	—	—	—	271,500 00
—	—	—	\$66,172 00	
\$1,064,660 00	\$749,356 00	\$31,820 00	\$66,172 00	\$351,500 00

INCOME

APPROPRIATION		TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
1-01-37	Collecting Division, Treasury Department:			
	Water Service	\$196,917 00	\$167,800 00	\$4,322 00
	Sewer Service	32,166 00	19,760 00	2,125 00
1-01-49	Administrative Services Department			
	Data Processing Unit:			
	Water Service	80,499 00	37,500 00	99 00
	Sewer Service	34,543 00	16,200 00	43 00
	Hospital Department:			
1-06-21	Sanatorium Division	2,519,615 00	1,941,700 00	121,165 00
3-03-31	Sewer Service, Public Works Department	812,248 00	602,000 00	155,161 00
3-13-21	Cemetery Division, Parks and Recreation Department	440,180 00	345,000 00	22,700 00
3-71-12	Water Service, Public Works Department	3,178,478 00	1,776,565 00	654,682 00
3-71-16	Pensions and Annuities	491,000 00	—	—
3-14-50	Departmental Equipment	302,028 00	—	—
	GRAND TOTAL	\$8,087,674 00	\$4,906,525 00	\$960,297 00

DEPARTMENTS BUDGET

3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	8 LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$19,804 00 7,137 00	\$4,991 00 3,144 00				
9,000 00 3,700 00	33,900 00 14,600 00				
413,950 00	300 00	—	\$41,500 00	\$1,000 00	
42,914 00	12,173 00				
22,360 00	120 00	—	—	50,000 00	
266,536 00	80,695 00	—	400,000 00		
—	—	—	—	—	\$491,000 00
—	—	\$302,028 00			
\$785,401 00	\$149,923 00	\$302,028 00	\$441,500 00	\$51,000 00	\$491,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

CITY BUDGET SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES 1-01-11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$130,262 74	\$119,337 72	\$126,067 00	\$145,408 00	\$145,408 00	
—Contractual Services . .	2,332 11	2,353 28	2,700 00	2,700 00	2,700 00	
—Supplies & Materials . .	7,627 07	7,772 59	7,500 00	7,500 00	7,500 00	
—Current Charges & Oblig's	24,691 46	24,931 89	25,000 00	23,000 00	23,000 00	
—Equipment	41 14	304 86	400 00	—	—	
TOTALS	\$164,954 52	\$154,700 34	\$161,667 00	\$178,608 00	\$178,608 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$81,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$20,000 00	\$2,000 00	\$3,300 00	\$21,500 00	\$46,800 00

Personal Services: Mayor.

Contractual Services: Messenger and telegraph service, \$500.00; servicing of automotive equipment, \$500.00; travel expenses, \$1,000.00.

Supplies and Materials: Gas, oil, automotive supplies, \$1,500.00; postage and office supplies, \$1,800.00.

Current Charges and Obligations: Flowers, trophies, photographs and other incidentals to the welcome and reception of visitors to the city. \$9,950.00; rents, taxes, licenses, \$400.00; association dues, newspaper and magazine subscriptions, \$11,150.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
15	\$100,695 00	\$300 00	\$2,000 00	\$1,100 00	\$104,095 00

Personal Services: 2 Administrative Assistants, Research Assistant, Director of Special Events, 6 Assistant Secretaries, Supervisor of Complaints, Telephone Operator, and 3 Clerical Employees.

Contractual Services: Messenger and telegraph services, \$100.00; printing and duplicating services, \$200.00.

Supplies and Materials: Postage and office supplies, \$2,000.00.

Current Charges and Obligations: Newspaper and magazine subscriptions, \$1,100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$24,713 00	\$400 00	\$2,200 00	\$400 00	\$27,713 00

Personal Services: Chief of the Licensing Division, 4 Clerical Employees.

Contractual Services: Telegraph and messenger services, \$400.00.

Supplies and Materials: Postage and office supplies, \$2,200.00.

Current Charges and Obligations: Insurance and surety bonds, \$60.00; dues and subscriptions, \$340.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Executive	1	\$20,000 00	\$2,000 00	\$3,300 00	\$21,500 00	\$46,800 00
2. Administrative and General Services	15	100,695 00	300 00	2,000 00	1,100 00	104,095 00
3. Regulation and Issuance of Amusement Licenses	5	24,713 00	400 00	2,200 00	400 00	27,713 00
TOTALS	21	\$145,408 00	\$2,700 00	\$7,500 00	\$23,000 00	\$178,608 00

OFFICE OF NEIGHBORHOOD IMPROVEMENT

1—01—76

The Office of Neighborhood Improvement was organized to prevent the further spread of blight and to eradicate whatever pockets of blight exist in these areas.

Until the organization of this office, the responsibility for the correction of poor housing conditions was given to various separate departments with the result that there was little chance to view the problem as a whole and even less chance to attack it on all fronts with a continuing and centralized program.

The Office of Neighborhood Improvement will provide the central direction needed, not only to prevent the spread of blight, but also to revitalize and up-grade decayed areas not within the jurisdiction of the Boston Redevelopment Authority. This Office will prepare and forward to the appropriate departments completed files whenever legal action seems required.

This Office will carry out a sustained and continuing program of education and persuasion designed to inform and instruct the property owner of his duties and responsibilities concerning his property, and will make available, to him assistance in correction of sub-standard conditions on his property and in the neighborhood generally.

A field office will be maintained in Dorchester where the pilot area was selected after consultation with the Dorchester United Neighborhood Association.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget Requested by Department	1964 Budget Recommended by Mayor	Approved
Special Appropriation: Office of Neighborhood Improvement	—	\$26,555 42	\$150,000 00	\$192,040 00	\$178,420 00	

Personal Services: Director of Neighborhood Improvement; Supervisor; 23 Code Enforcement Officers; Attorney-Advisor; Analytical Statistician; 2 Secretary-Stenographers; 3 Clerk-Typists.

Contractual Services: Telephone, \$720.00; remodeling of store used as field headquarters, \$400.00; carfare and mileage (25 men), \$6,000.00; electricity, \$300.00; servicing equipment, \$200.00; janitorial service, \$840.00.

Supplies and Materials: Automotive supplies and maintenance, \$300.00; stationery supplies, forms, cards, pamphlets, letterheads, posters, postage, \$2,100.00; oil, \$300.00; cleaning supplies, \$200.00; film supplies, \$700.00.

Current Charges and Obligations: Rental space for field office, \$1,200.00.

YOUTH ACTIVITIES BUREAU

1-13-79

The Youth Activities Bureau has as its goal the prevention and control of juvenile delinquency. With the assistance of its advisory committee, the staff of the Bureau hopes to coordinate the work of all private and public agencies having a common interest in behavior, care, and welfare of children and youth. The staff by direct contact with potential delinquency situations and groups, hopes to guide and direct those involved into approved patterns of behavior and prevent school dropouts.

All appointments, salary grades, titles, and other sundry expenses have to have the approval of the Youth Service Board. The Commonwealth of Massachusetts has approved matching funds.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Youth Activities Bureau .	\$59,709 17	\$68,733 82	\$37,020 00	\$60,520 00	\$60,520 00	

ESTIMATED EXPENSES

Salaries: Director, Group Worker Supervisor, Assistant Supervisor, 2 Educational Counsellors, Statistician, 9 Group Workers, Secretary, 2 Clerks .	\$102,080 00
Communications, repair of equipment, travel expenses, professional and technical services, printing and binding	16,760 00
Postage, stationery, miscellaneous supplies	2,000 00
Dues and subscriptions	200 00
TOTAL	\$121,040 00
City Appropriations	\$60,520 00
State Matching Funds	60,520 00

MAYOR, SPECIAL ACTIVITIES
OFFICE OF DEVELOPMENT

1-01-75

This office coordinates the many phases and activities of the Development Program, and acts as a liaison agency between the Mayor's Office and the Boston Redevelopment Authority.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Office of Development	\$91,729 00	\$48,455 63	\$30,000 00	\$42,400 00	\$42,400 00	

Personal Services: Officer of Development, Coordinator, 2 Research Analysts, 2 Clerical Employees, \$36,250.00.

Contractual Services: Telephone and telegraph services, \$500.00; printing and binding, \$3,500.00; blueprinting and reproducing services, \$1,000.00.

Supplies and Materials: Postage, office supplies, \$1,150.00.

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Conventions & Entertain- ment of Distinguished Guests	\$15,758 95	\$5,456 47	\$22,500 00	\$25,000 00	\$25,000 00	

ESTIMATED EXPENSES

Anticipated allocation for entertaining distinguished guests	\$10,000 00
Advertising for conventions	5,000 00
Maps — I Like Boston	10,000 00
TOTAL	\$25,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Public Celebrations . . .	\$82,448 56	\$89,233 18	\$85,000 00	\$85,000 00	\$85,000 00	

ESTIMATED EXPENSES

Major Celebrations:		
March 17, Evacuation Day	\$5,500 00	
June 17, Bunker Hill Day	5,500 00	
July 4, Independence Day	15,000 00	
October 12, Columbus Day	5,500 00	
Christmas Festival	7,500 00	
Arts Festival	15,000 00	
Band Concerts (Summer)	7,000 00	
Total Major Celebrations	\$61,000 00	
Special Observances	24,000 00	
TOTAL	\$85,000 00	

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expenses recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: United States Bond Allot- ment Plan	\$25,030 88	\$28,581 47	\$28,229 00	\$29,530 00	\$29,200 00	

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$28,820 00
Cleaning	50 00
Forms, cards, and stationery	270 00
Premiums on surety bonds	60 00
TOTAL	\$29,200 00

COMMITTEE FOR CIVIC UNITY

1-13-78

The Committee for Civic Unity seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Committee for Civic Improve- ment	\$301 16	\$1,644 88	\$1,000 00	\$1,000 00	\$1,000 00	

ESTIMATED EXPENSES

Communications, printing, and binding, travel expense	\$600 00
Office and other supplies	275 00
Dues	25 00
Library books	100 00
TOTAL	\$1,000 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$138,649 01	\$144,235 91	\$146,171 00	\$156,000 00	\$156,000 00	
2—Contractual Services . .	6,652 30	16,001 12	14,700 00	14,580 00	14,580 00	
3—Supplies & Materials . .	3,049 22	2,771 08	4,125 00	4,165 00	4,165 00	
4—Current Charges & Oblig's	266 52	241 35	275 00	425 00	425 00	
5—Equipment	1,457 95	976 32	1,075 00	—	—	
TOTALS	\$150,075 00	\$164,225 78	\$166,346 00	\$175,170 00	\$175,170 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$13,000 00	\$58,000 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$5,000.00; stenographic services at public hearings, \$8,000.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$111,000 00	\$1,580 00	\$4,165 00	\$425 00	\$117,170 00

Personal Services: City Messenger, Assistant City Messenger, Clerk of Committees and 2 Assistant Clerks of Committees, Document Clerk, Librarian Archivist, Chaplain; *7 Police Officers receive \$200.00 per annum extra for special duty; *10 temporary clerical employees to assist the Councillors in the performance of their duties, \$54,810.00.

Contractual Services: Messenger and telegraph service, \$700.00; servicing of office equipment, \$150.00; transportation for inspection tours \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of Councillors, \$350.00.

Supplies and Materials: Household supplies, \$115.00; postage, \$1,000.00; forms, cards, and stationery, \$3,000.00; general operating supplies \$50.00.

Current Charges and Obligations: News clipping service, \$425.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Consideration and Adoption of Legislative Measures . . .	9	\$45,000 00	\$13,000 00	—	—	\$58,000 00
2. Administrative and General Services . . .	8	111,000 00	1,580 00	\$4,165 00	\$425 00	117,170 00
TOTALS	17	\$156,000 00	\$14,580 00	\$4,165 00	\$425 00	\$175,170 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Contractual Services . .	\$16,442 83	\$21,725 00	\$21,500 00	\$21,500 00	\$21,500 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

I. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$15,000.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$323,139 84	\$330,820 88	\$334,625 00	\$454,074 00	\$453,000 00	
2—Contractual Services . . .	89,626 07	98,886 01	87,990 00	69,990 00	71,740 00	
3—Supplies & Materials . . .	13,829 47	15,720 65	17,200 00	24,400 00	23,700 00	
4—Current Charges & Oblig's	3,481 00	3,820 00	5,075 00	6,700 00	6,700 00	
5—Equipment	90 00	114 21	1,850 00	—	—	
TOTALS	\$430,166 38	\$449,361 75	\$446,740 00	\$555,164 00	\$555,140 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$940 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, and furnishes information to the public.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$62,200 00	\$100 00	\$1,000 00	\$63,300 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Head Clerk, Assistant Registrar of Voters and Administrative Clerk, Senior Assistant Registrar of Voters.

Contractual Services: Repair and servicing of office equipment, \$100.00.

Supplies and Materials: Postage, cards, forms and stationery, \$1,000.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for the various elections are made, voting and jury lists are prepared, elections are conducted, and the results are tabulated.

It is estimated that approximately 278,000 names will be carried over on the 1964 voting list by the medium of Police Listing, and that approximately 30,000 names will be dropped from the voting list for reason of non-listing. These 30,000 will be notified and procedure explained for restoration of names to voting list. It is further estimated that about 20,000 persons will be examined and registered prior to the State Primaries and possibly 25,000 before the State and Presidential Election.

There will be three functions in 1964: the Presidential Primaries to be held in April, the State Primaries to be held in September, and the State and Presidential Election to be held in November.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
29	\$340,100 00	\$51,350 00	\$21,450 00	\$6,700 00	\$419,600 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 10 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Ballot Box Repairman, Assistant Registrar of Voters and Jury Investigator, 14 Assistant Registrars of Voters.

Temporary Employees needed to assist in the preparation for and the conduct of elections: 275 Wardens, 3 days; 275 Clerks, 3 days; 1,100 Inspectors, 3 days; 100 Custodians, private buildings, 3 days; 88 Assistant Registrars, 20 nights each; 30 Assistant Registrars, 20 weeks each. Total, \$158,000.00.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstrations of voting machines, and recounts, \$42,000.00.

Contractual Services: Lighting services for schools and voting booths, \$2,950.00; transportation of persons for registration and voting, \$400.00; installation of radiators in new storage location, \$2,000.00; advertising, \$1,000.00; delivery of election equipment, \$3,500.00; printing of voting lists, \$35,000.00; printing of voting authority slips, \$4,500.00; miscellaneous printing, \$2,000.00.

Supplies and Materials: Food for employees working nights at 3 functions, \$400.00; postage forms, cards, stationery and miscellaneous election supplies, \$21,000.00; general operating supplies, \$50.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$6,700.00.

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,463 voting machines owned by the city are prepared for elections by this division. Between elections all of the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made to machines by this group. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$50,700 00	\$20,290 00	\$1,250 00	\$72,240 00

Personal Services: Chief Voting Machine Custodian, 3 Voting Machine Custodians, Maintenance Mechanic (Carpenter).

Overtime: for setting up voting machines for elections, \$22,000.00.

Contractual Services: Telephone service for voting machine storehouse, \$140.00; electricity for storehouse, \$50.00; repairs and servicing of automotive equipment, \$100.00; transportation of voting machines to election sites, \$20,000.00.

Supplies and Materials: Gas, oil, and automotive supplies, \$250.00; heating supplies for storehouse, \$100.00; repair parts, tools and supplies for voting machines, \$900.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services .	9	\$62,200 00	\$100 00	\$1,000 00	—	\$63,300 00
Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	29	340,100 00	51,350 00	21,450 00	\$6,700 00	419,600 00
Care and Maintenance of Voting Machines	5	50,700 00	20,290 00	1,250 00	—	72,240 00
TOTALS	43	\$453,000 00	\$71,740 00	\$23,700 00	\$6,700 00	\$555,140 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the City Auditor.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$349,091 97	\$348,685 30	\$387,183 77	\$417,135 00	\$400,000 00	
2—Contractual Services . . .	13,999 90	11,745 07	13,845 00	13,717 00	13,500 00	
3—Supplies & Materials . . .	13,927 21	16,854 62	16,000 00	20,585 00	16,000 00	
4—Current Charges & Oblig's	24,660 83	24,990 80	39,124 00	54,198 00	54,198 00	
5—Equipment	298 50	286 50	279 00	—	—	
TOTALS	\$401,978 41	\$402,562 29	\$456,431 77	\$505,635 00	\$483,698 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
15 \$115,400 00	\$3,300 00	\$600 00	\$738 00	\$120,038 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Principal Accountant, Head Clerk and Secretary.

Bookkeeping Section: Principal Accountant, Principal Account Examiner, Senior Accountant.

Post-Audit Section: Principal Accountant, Senior Accountant, 2 Accountants, Principal Clerk.

Contract and Debt Section: 2 Senior Accountants.

Overtime, \$1,000.00.

Contractual Services: Servicing of office equipment, \$500.00; attendance at conventions of Municipal Finance Officers, \$1,300.00; printing and binding, \$1,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$318.00; premium on surety bonds, \$420.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to assure that expenditures and budget account codings are correct and particularly that funds are available for their payment; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
10 \$61,000 00	\$300 00	\$2,900 00	\$64,200 00

Personal Services: 2 Principal Accountants, Assistant Principal Account, Senior Accountant, 2 Principal Account Examiners, Principal Accounting Machine Operator, and 3 Clerical Employees. Overtime, \$2,000.00.

Contractual Services: Service on two Burroughs Sensimatic accounting machines and other office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,900.00.

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done on goods delivered are satisfactory and in accordance with specifications, and that the department head approves payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,800 contract payments are audited annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$63,100 00	\$150 00	\$600 00	\$63,850 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: 4 Senior Accountants, 3 Principal Account Examiners.
Control Section: Principal Clerk, 2 Principal Account Examiners, 2 Clerks.

Overtime, \$2,500.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 32,500 payrolls are processed per year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
32	\$160,500 00	\$9,750 00	\$11,900 00	\$53,460 00	\$235,610 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, Senior Accountant, 8 Principal Account Examiners, Accountant.

Tabulating Section: Principal Accountant, 2 Assistant Supervisors of Statistical Machines, 2 Principal Statistical Machine Operators, 4 Senior Statistical Machine Operators, and 6 Statistical Machine Operators, Principal Clerk, Principal Accounting Machine Operator, Computer Programmer, Computer Console Operator, Supervisor of Statistical Machine Operations and Vital Statistics, Supervisor of Statistical Machine Operations. Overtime, \$4,500.00.

Contractual Services: Messenger services, \$600.00; repair and maintenance of tabulating machines and Recordak equipment, \$9,050.00; binding records, \$100.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$11,400.00; 200 rolls Recordak film, \$500.00.

Current Charges and Obligations: Rental of office machines, \$53,460.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Accounting Services	15	\$115,400 00	\$3,300 00	\$600 00	\$738 00	\$120,038 00
Control of Budgetary Accounts	10	61,000 00	300 00	2,900 00	—	64,200 00
Pre-Audit and Invoices	12	63,100 00	150 00	600 00	—	63,850 00
Pre-Audit and Payrolls	32	160,500 00	9,750 00	11,900 00	53,460 00	235,610 00
TOTALS	69	\$400,000 00	\$13,500 00	\$16,000 00	\$54,198 00	\$483,698 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, upon a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$685,240 81	\$689,502 68	\$697,542 40	\$748,608 00	\$698,000 00	
2—Contractual Services . .	37,388 89	18,435 12	26,598 00	45,921 00	24,370 00	
3—Supplies & Materials . .	16,876 54	17,919 83	15,600 00	15,061 00	15,061 00	
4—Current Charges & Oblig's	2,795 40	3,248 50	17,129 00	17,154 00	17,154 00	
5—Equipment	2,026 87	34 00	1,863 00	—	—	
TOTALS	\$744,328 51	\$729,140 13	\$758,732 40	\$826,744 00	\$754,585 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Departmental total supervision and direction of all activities; estimates annual appropriation needs of department for personnel costs, and supplies and materials; makes charges on fee basis in accordance with Ordinances of the City, Chapter 40A, since December 1956, of all certificates with respect to property furnished taxpayers; by specially assigned career personnel examines all applications for abatement of real or personal property, and makes special and formal appraisals of real estate with a view to denial or acceptance of the petition presented, and in this connection interview property owners or their legal representatives; this specially assigned personnel will supervise the activities of personnel assigned as liaison assistants in connection with hearing assignments within the department, or in pre-trial hearings in advance of Appellate Tax Board trials; process towards the Commissioners of Assessing petitions analyzed by them with a view to abatement or denial. Under this function of the department there will be general executive responsibility for work operations in connection with the acceptance, recording, indexing of applications for abatement of real estate, and the factual recording of cases appealed to the State Appellate Tax Board, including the action taken thereunder, and including also the responsibility for preparation of certificates of abatements granted, commitment thereof to the city collector, and for publication in the City Record, the mailing of the abatement certificates and the perpetuation of an accrued abatement record by month and date, and by tax levy year to make possible a current record of overlay amounts used in any year and to supply a statement of valuation averages used in borrowings or loans; and to furnish the Finance Commission with statistics in connection with abatements granted; in motor vehicle excise taxes, petitions for exemption from the payment of tax, due to age, poverty, minor child status, blindness, and disability due to war service by veterans owning real estate; budgetary controls; tax reports required by the State Tax Commissioner; purchase of supplies and materials; the collection of the various appropriations and charges and credits that go towards the declaration of the annual tax rate on property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
18	\$118,430 00	\$5,887 00	\$3,707 00	\$510 00	\$128,534 00

Personal Services: Commissioner of Assessing, 2 Associate Commissioners of Assessing, Senior Administrative Assistant, Assistant Head Administrative Clerk, Head Clerk and Secretary, Social Work Supervisor, 2 Head Clerks, Veterans Services Investigator, 8 Clerical Employees.

Contractual Services: Repairs, maintenance of office equipment, \$132.00; travel expenses, \$225.00; advertising and posting, \$250.00; duplicating services, \$800.00; printing and binding, \$4,480.00.

Supplies and Materials: Postage, \$3,000.00; forms, cards, stationery, \$579.00; general operating supplies, \$128.00.

Current Charges: Dues and subscriptions, \$510.00.

Assessing Department — Continued

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and handles 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a more comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits. Effective January 1st, 1961, the city was divided into four assessment districts, in charge of a director, who have as assistants a supervisory assessor, field assessors, supervisory clerk, and other clerks, concentrating in each of these districts all of the functions, assessing, clerical, correspondence, public reception, and all special assessment items, so as to sectionalize all such matters in each of these districts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
45	\$343,900 00	\$12,550 00	\$4,151 00	\$360,601 00

Personal Services: District Director and Chairman-Board of Review, Member-Board of Review, 3 Deputy Assessors, 4 District Directors of Assistant Assessors, 3 Supervisors of Assistant Assessors, Executive Secretary Board of Assessors, 19 Assistant Assessors, Personal Property Tax Supervisor, Motor Excise Tax Supervisor, Chief Abatement Clerk, Tax Title Supervisor, 3 Head Clerks, 6 Clerical Employees.

Contractual Services: Duplicating Services, \$550.00; Professional Appraisal Service and Expert Testimony, \$12,000.00.

Supplies and Materials: Forms, cards, and stationery, \$4,151.00.

3. STANDARDS AND RESEARCH

In the year 1956, the then Mayor instructed the Assessing Department to inaugurate a program called the "Equalization Survey", under special appropriation, with a view to modernizing the methods of assessment of real estate for tax purposes. A contract was given to an expert in this field, who had done similar surveys in various cities, and the function was staffed with special research assistants and clerks, and Boston field assessors (part time) who could be used in periods not required by the Department proper. As the result of this program, which ended in 1960, certain formulae have been prepared to apply modern and equalizing factors to many categories of property as a yard stick to be applied by field assessors in fixing the valuations of property to be assessed. These formulae become an adjunct to other information gathered in connection particularly with appeals taken against the original valuations fixed. The staff will be closely associated with the engineering functions of the department for plan detail affecting real estate, and with the registry of deeds so that mortgage and revenue stamp data indicating purchase price may be on hand at all times. The assessors assigned to the newly established assessment districts will be required to adopt these formulae in their examination of real estate conferring with directors on a collaborative basis to project valuations upon a proportionate basis.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
17	\$102,370 00	\$320 00	\$1,990 00	\$104,680 00

Personal Services: Research Assessor, Senior Appraisal Engineer, Assistant Civil Engineer, Title Examiner, Assessment Research Assistant, Reassessment Supervisor, Local Taxation Liaison Officer, 2 Senior Engineering Aids, 8 Clerical Employees. Overtime, \$1,000.00.

Contractual Services: Binding, \$320.00.

Supplies and Materials: Forms and stationery, \$820.00; miscellaneous supplies, \$1,170.00.

4. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition 8,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, in whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program. This division furnishes so far as its facilities are available groups of assessment data requested by the Planning Board, the Urban Redevelopment Authority, the Boston Housing Authority, and other agencies, on a co-operative basis; and submits for information to field assessors records of all abatements of real estate valuation granted against the prior year record so that they may be aware of departmental action thereon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
20	\$133,300 00	\$5,613 00	\$5,213 00	\$16,644 00	\$160,770 00

Assessing Department — Continued

Personal Services: Manager of Statistical Machine Operations, Supervisor of Statistical Machine Operations, Office Appliance Maintenance Man, 10 Principal Statistical Machine Operators and Principal Clerks, 7 Senior Statistical Machine Operators.
Temporary Employees, \$22,000.00.
Overtime, \$11,000.00.

Contractual Services: Perpetual maintenance of 21 Remington Rand machines, \$5,463.00; freight and express, \$150.00.

Supplies and Materials: Forms, cards and stationery, \$5,213.00.

Current Charges and Obligations: Rental of water cooler, \$84.00; rental of Remington Rand Collator, \$1,500.00; rental of Card Interpreter, \$1,260.00; rental of Card Processor, \$13,800.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	18	\$118,430 00	\$5,887 00	\$3,707 00	\$510 00	\$128,534 00
2. Assessment of Real and Personal Prop- erty	45	343,900 00	12,550 00	4,151 00	—	360,601 00
3. Standards and Research	17	102,370 00	320 00	1,990 00	—	104,680 00
4. Preparation of Tax Bills and Collector's Commitments	20	133,300 00	5,613 00	5,213 00	16,644 00	160,770 00
TOTALS	100	\$698,000 00	\$24,370 00	\$15,061 00	\$17,154 00	\$754,585 00

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The function of the Collecting Division is the collection of all taxes, water charges, betterments and receipts from all departments for which proper accounting records of all transactions are maintained. The division maintains a public service regarding the tax status of properties, and prepares and conducts the tax title taking of properties for unpaid taxes. The Collecting Division also operates a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$223,075 85	\$200,537 10	\$233,150 96	\$250,263 00	\$227,300 00	
—Contractual Services . .	14,465 87	23,417 04	15,945 00	15,882 00	15,797 00	
—Supplies & Materials . .	46,658 40	43,571 93	45,300 00	44,743 00	44,725 00	
—Current Charges & Oblig's	7,539 54	8,031 26	9,892 00	10,191 00	10,190 00	
—Equipment	543 12	305 00	500 00			
TOTALS	\$292,282 78	\$275,862 33	\$304,787 96	\$321,079 00	\$298,012 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$119,800 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$29,000 00	\$300 00	\$544 00	\$1,879 00	\$31,723 00

Personal Services: Assistant Collector-Treasurer, Head Cashier, Head Administrative Clerk, Senior Clerk.

Contractual Services: Attendance national convention, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$499.00; slogan inserts for mailing machine, \$45.00.

Current Charges and Obligations: Premiums on surety bonds, \$1,879.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payments on assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refunds due on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
33	\$186,420 00	\$4,470 00	\$43,261 00	\$8,159 00	\$242,310 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Senior Accountant, Supervisor of Statistical Machines, 2 Accountants, Principal Account Clerk, 3 Senior Statistical Machine Operators, 4 Statistical Machine Operators, Senior Clerk.

Deputy Section: Supervising Deputy Collector, 10 Deputy Collectors.

Tellers Section: Head Teller, 4 Tellers.

Abatement Section: Abatement Supervisor, Senior Clerk and Typist.

Motor Vehicle Cancellation Section: Senior Clerk.

Central Mailing Unit: Clerk.

Temporary Employees: \$6,520.00.

Overtime: \$9,900.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,585.00; travel expenses for deputies to wards and outside stations, \$200.00; binding manuscripts, cash books, etc., \$1,565.00; freight on rented tabulating machines, \$120.00.

Supplies and Materials: Postage, \$30,000.00; bill forms, cards, and stationery, \$13,081.00; microfilm, \$180.00.

Current Charges and Obligations: Subscriptions, \$108.00; premiums on surety bonds, \$1,407.00; rental of machines, \$6,644.00.

Collecting Division, Treasury Department—(Continued)

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in the Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$11,880 00	\$11,027 00	\$920 00	\$152 00	\$23,979 00

Personal Services: Tax Title Supervisor, Principal Clerk, Temporary Employee, \$880.00.

Contractual Services: Advertising for tax title takings, \$4,250.00; recording at Registry of Deeds, \$6,100.00; typing deeds, \$650.00; printing, binding, and ruling, \$27.00.

Supplies and Materials: Forms, cards, and stationery, \$920.00.

Current Charges and Obligations: Premiums on surety bonds, \$152.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services .	4	\$29,000 00	\$300 00	\$544 00	\$1,879 00	\$31,723 00
2. Collection of Taxes, Assessments and Other Claims .	33	186,420 00	4,470 00	43,261 00	8,159 00	242,310 00
3. Establishing Tax Titles on Real Estate .	2	11,880 00	11,027 00	920 00	152 00	23,979 00
TOTALS	39	\$227,300 00	\$15,797 00	\$44,725 00	\$10,190 00	\$298,012 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and pays audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$189,070 15	\$185,282 86	\$199,680 99	\$208,661 00	\$203,000 00	
—Contractual Services . .	23,114 17	22,190 26	22,896 00	24,503 00	23,775 00	
—Supplies & Materials . .	15,805 10	15,481 52	17,550 00	18,950 00	17,550 00	
—Current Charges & Oblig's	37,472 08	24,421 18	36,685 00	47,111 00	35,111 00	
—Equipment	162 50	1,217 50	450 00	—	—	
TOTALS	\$265,624 00	\$248,593 32	\$277,261 99	\$299,225 00	\$279,436 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 39 trust funds totaling \$26,700,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks on soldiers' relief and pension rolls.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
14	\$81,000 00	\$3,087 00	\$2,490 00	\$3,839 00	\$90,416 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Collector-Treasurer and First Assistant Collector-Treasurer.

Bookkeeping Section: Principal Accountant, 3 Accountants,

General Services Section: Head Clerk and 7 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$100.00; servicing of office equipment, \$50.00; expenses of delivery of temporary loan notes to New York City, \$900.00; cleaning office coats, \$375.00; freight charges, \$25.00; binding records, \$100.00; transporting deposits to bank, \$1,537.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,440.00; general operating supplies, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$60.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$1,877.00; robbery and safe burglary policy, \$1,252.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 22,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 1000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$79,000 00	\$15,838 00	\$8,800 00	\$2,516 00	\$106,154 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: 2 Principal Accountants, County Paymaster, 6 Accountants.

Account Reconciliation Section: Second Assistant Collector-Treasurer, Principal Account Clerk, Accountant.

Overtime: \$3,000.00.

Contractual Services: Servicing of office equipment, \$200.00; transportation for paymasters, \$14,100.00; delivery of funds to paymasters, \$1,538.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,800.00.

Current Charges and Obligations: Robbery and burglary insurance, \$1,252.00; premiums on surety bonds, \$1,264.00.

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks on registered bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$12,000 00	\$200 00	\$5,800 00	\$80 00	\$18,080 00

Personal Services: Bond and Interest Teller, Principal Account Clerk.

Contractual Services: Servicing of office equipment, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$5,800.00.

Current Charges and Obligations: Premiums on surety bonds, \$80.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts are maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$31,000 00	\$4,650 00	\$460 00	\$28,676 00	\$64,786 00

Personal Services: Chief of Tax Title Division, and 2 Accountants, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; binding, \$100.00; expenses of examination, sheriff fees of tax title cases, \$4,500.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$460.00.

Current Charges and Obligations: Premiums on surety bonds, \$176.00; Land Court fees for foreclosure of Tax Title Properties (Section 50B Chap. 60, Gen. Laws), \$28,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative, Accounting and General Services	14	\$81,000 00	\$3,087 00	\$2,490 00	\$3,839 00	\$90,416 00
2. Payments of City and County Employees	12	79,000 00	15,838 00	8,800 00	2,516 00	106,154 00
3. Payment of Other City and County Obligations	2	12,000 00	200 00	5,800 00	80 00	18,080 00
4. Control of Tax Titles Properties	6	31,000 00	4,650 00	460 00	28,676 00	64,786 00
TOTALS	34	\$203,000 00	\$23,775 00	\$17,550 00	\$35,111 00	\$279,436 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$2,199 96	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
—Supplies & Materials . .	300 00	—	300 00	300 00	300 00	
—Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS	\$2,649 96	\$2,349 96	\$2,650 00	\$2,650 00	\$2,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

I. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
2	\$2,200 00	\$300 00	\$150 00	\$2,650 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.

Supplies and Materials: Forms and stationery, \$300.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget, personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, the Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Administrative Division . .	\$48,536 87	\$113,819 28	\$62,287 38	\$79,840 00	\$79,615 00	
Personnel Division . . .	62,530 72	53,291 49	64,607 06	68,262 00	68,262 00	
Purchasing Division . . .	148,142 76	145,741 28	165,336 78	179,471 00	168,485 00	
Budget Division	61,606 56	63,492 51	68,656 10	72,818 00	72,818 00	
Printing Section, Purchasing Division	709,227 57	756,582 08	729,904 61	774,251 00	741,405 00	
Office Supplies Account, Pur- chasing Division, Printing Section	9,731 19	16,475 70	15,000 00	15,000 00	15,000 00	
Art Commission	1,960 24	1,290 00	2,047 00	2,047 00	2,047 00	
Complaints Division . . .	17,524 20	11,687 03	11,912 00	12,103 00	12,103 00	
Data Processing Division . .	—	—	146,818 00	136,629 00	133,588 00	
TOTALS	\$1,059,260 11	\$1,162,379 37	\$1,266,568 93	\$1,340,421 00	\$1,293,323 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$861,904 54	\$895,240 18	\$975,809 93	\$1,009,967 00	\$986,155 00	
2—Contractual Services . .	87,134 81	139,106 38	95,460 00	125,593 00	117,933 00	
3—Supplies and Materials . .	98,673 89	109,418 80	129,060 00	131,533 00	116,010 00	
4—Current Charges & Oblig's	1,018 00	1,436 64	43,379 00	58,328 00	58,225 00	
5—Equipment	797 68	701 67	7,860 00	—	—	
Special Appropriations . . .	9,731 19	16,475 70	15,000 00	15,000 00	15,000 00	
TOTALS	\$1,059,260 11	\$1,162,379 37	\$1,266,568 93	\$1,340,421 00	\$1,293,323 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and his decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$46,589 58	\$62,577 31	\$59,312 38	\$61,140 00	\$61,140 00	
—Contractual Services . . .	520 78	42,007 89	975 00	16,550 00	16,525 00	
—Supplies & Materials . . .	1,292 01	8,790 04	1,250 00	1,400 00	1,300 00	
—Current Charges & Oblig's	43 00	391 54	650 00	750 00	650 00	
—Equipment	91 50	52 50	100 00			
TOTALS	\$48,536 87	\$113,819 28	\$62,287 38	\$79,840 00	\$79,615 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

I. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$61,140 00	\$16,525 00	\$1,300 00	\$650 00	\$79,615 00

Personal Services: Director, Administrative Secretary, Executive Secretary, Training Coordinator, Administrative Analyst, Head Clerk and Secretary, Senior Administrative Analyst.

Contractual Services: Travel expenses, conferences, \$750.00; printing and binding, \$700.00; servicing of office machines, \$75.00; inventory of Public Documents, \$15,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,300.00.

Current Charges and Obligations: Association dues, \$150.00; subscriptions and newsclip service \$500.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$61,687 36	\$52,473 68	\$63,562 06	\$66,987 00	\$66,987 00	
2—Contractual Services . .	6 00	17 50	400 00	600 00	600 00	
3—Supplies & Materials . .	707 26	698 31	500 00	550 00	550 00	
4—Current Charges & Oblig's	102 00	92 00	120 00	125 00	125 00	
5—Equipment	28 10	10 00	25 00	—	—	
TOTALS	\$62,530 72	\$53,291 49	\$64,607 06	\$68,262 00	\$68,262 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$66,987 00	\$600 00	\$550 00	\$125 00	\$68,262 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Head Clerk and Secretary, Personnel Analyst, 4 Personnel Assistants, 2 Clerical Employees. Overtime, \$3,000.00.

Contractual Services: Travel expenses to conventions, \$500.00; mimeographing service, \$50.00; repairs and servicing of equipment, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$550.00.

Current Charges and Obligations: Dues and subscriptions, \$125.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 19,000 requisitions are received each year which, when processed, involve the issuance of 25,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year will process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment ordered are delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$138,432 98	\$135,155 31	\$154,361 78	\$166,086 00	\$156,000 00	
Contractual Services . .	5,207 20	5,472 57	5,675 00	6,585 00	5,685 00	
Supplies & Materials . .	4,069 81	4,840 14	4,500 00	6,500 00	6,500 00	
Current Charges & Oblig's	265 50	236 50	300 00	300 00	300 00	
Equipment	167 97	36 76	500 00	—	—	
TOTALS	\$148,143 46	\$145,741 28	\$165,336 78	\$179,471 00	\$168,485 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying agents and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$48,590 00	\$2,300 00	\$4,000 00	\$80 00	\$54,970 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Head Clerk and Secretary, and 6 Clerical Employees.
Contractual Services: Convention travel, \$250.00; advertising and posting, \$2,000.00; servicing of office equipment, \$50.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$4,000.00.
Current Charges and Obligations: Dues and subscriptions, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meats, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	\$97,061 00	\$2,385 00	\$2,000 00	\$220 00	\$101,666 00

Personal Services: 2 Senior Buyers, 9 Buyers, 3 Assistant Buyers, 3 Clerical Employees.
Contractual Services: Servicing of office equipment, \$25.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$350.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$1,000.00; telegrams, \$10.00.
Supplies and Materials: Postage, forms, stationery, \$2,000.00.
Current Charges and Obligations: Periodical and newspaper subscriptions, \$220.00.

Purchasing Division — Continued

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$10,349 00	\$1,000 00	\$500 00	\$11,849 00

Personal Services: 2 Technicians and Repairmen.

Contractual Services: Services for moving surplus property, \$1,000.00.

Supplies and Materials: Repair parts for typewriters, \$500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services . . .	9	\$48,590 00	\$2,300 00	\$4,000 00	\$80 00	\$54,970 00
2. Procurement of Supplies, Materials, and Equipment . . .	17	97,061 00	2,385 00	2,000 00	220 00	101,666 00
3. Repair and Servicing of Office Equip- ment and Surplus Property . . .	2	10,349 00	1,000 00	500 00		11,849 00
TOTALS	28	\$156,000 00	\$5,685 00	\$6,500 00	\$300 00	\$168,485 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization method studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$59,702 73	\$61,676 21	\$66,971 10	\$70,358 00	\$70,358 00	
2—Contractual Services . . .	1,105 04	887 20	635 00	1,310 00	1,310 00	
3—Supplies & Materials . . .	778 59	895 10	1,000 00	1,100 00	1,100 00	
4—Current Charges & Oblig's	20 00	34 00	50 00	50 00	50 00	
TOTALS	\$61,606 36	\$63,492 51	\$68,656 10	\$72,818 00	\$72,818 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$70,358 00	\$1,310 00	\$1,100 00	\$50 00	\$72,818 00

Personal Services: Supervisor of Budgets, 3 Principal Budget Analysts, 2 Senior Budget Analysts, Senior Accountant, Head Clerk and Secretary Overtime, \$4,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$300.00; attendance at Municipal Finance Officers Association Conventions, \$975.00; repair of equipment, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,100.00.

Current Charges: Dues and subscriptions, \$50.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$537,153 14	\$570,893 87	\$558,399 61	\$572,723 00	\$561,000 00	
-Contractual Services . . .	79,368 95	90,431 97	84,610 00	91,345 00	84,610 00	
-Supplies & Materials . . .	91,607 87	93,971 23	85,295 00	109,580 00	95,195 00	
-Current Charges & Oblig's	587 50	682 60	600 00	603 00	600 00	
-Equipment	510 11	602 41	1,000 00			
TOTALS	\$709,227 57	\$756,582 08	\$729,904 61	\$774,251 00	\$741,405 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$600,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates of job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
13 \$62,700 00	\$4,865 00	\$8,140 00	\$480 00	\$76,185 00

Personal Services: Performance under this program is divided among the following sections:
 Administrative Section: Superintendent of Printing, General Foreman of Printing Production.
 General Services Section: Head Administrative Clerk, 7 Clerical Employees.
 Building Maintenance Unit: 2 Laborers, Senior Building Custodian.

Contractual Services: Telephone service, \$2,100.00; electricity, \$1,000.00; fireroom repairs, boilers, oil burners and vacuum pumps, \$800.00; plumbing repairs, \$100.00; elevator repairs, \$250.00; servicing of office equipment, \$25.00; carfares, \$10.00; cleaning windows, \$300.00; elevator inspection, \$180.00; towel service, \$25.00; freight charges, \$75.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$500.00; postage, forms, and stationery, \$400.00; miscellaneous supplies and materials, \$220.00; first aid supplies, \$20.00.

Current Charges and Obligations: Machine rentals, \$480.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors in proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
47 \$320,500 00	\$7,375 00	\$1,000 00	\$57 00	\$328,932 00

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: Foreman, Type Composition, 6 Working Foremen, Head Stoneman, 17 Compositors, Compositor Stoneman.
 Job Composing Unit: 2 Linotype Operators.
 Casting Room: 3 Monotype Caster Operators, Head Monotype Caster Operator.
 Monotype Keyboard Unit: 7 Monotype Keyboard Operators.
 Proofreading Unit: Head Proofreader, 7 Proofreaders.
 Temporary Employees, \$250.00. Overtime, \$250.00.

Contractual Services: Gas and electricity, \$4,800.00; repairs to buildings, \$2,050.00; repairs of machines, \$525.00.

Supplies and Materials: Repair parts for equipment, \$1,000.00.

Current Charges and Obligations: Rentals, \$57.00.

Printing Section — Continued

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
24	\$156,500 00	\$6,250 00	\$5,880 00	\$60 00	\$168,690 00

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman Pressroom, 10 Cylinder Pressmen, 3 Cylinder Pressfeeders, Head Cylinder Pressman.

Job Pressroom: Head Job Pressman, Offset Press and Camera Operator.

Bindery: 3 Sheet Stockmen, Bookbinder, 2 Bookbinders and Cutters, Bookbinder and Sheet Stockman.

Temporary Employees, \$250.00. Overtime, \$250.00.

Contractual Services: Repairs and servicing of equipment, \$3,250.00; electricity, \$1,700.00; renovations, \$1,100.00; electrical repairs, \$200.00.

Supplies and Materials: Repair parts for equipment, \$1,000.00; solvents, \$80.00; wiping cloths, \$500.00; camera supplies, \$4,300.00.

Current Charges and Obligations: Machine rentals, \$60.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$21,300 00	\$66,120 00	\$80,175 00	\$3 00	\$167,598 00

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Clerk and Typist.

Shipping and Delivery: Motor Equipment Operator and Laborer.

Contractual Services: Outside services to complete manufacture: ruling, \$6,000.00; binding, \$47,020.00; electros, cuts, and engravings, \$2,000.00; servicing of equipment, \$200.00; outside composition, \$1,000.00; relief printing, \$1,000.00; diestamping, \$2,000.00; other outside printing, \$5,000.00; silk screen process, \$400.00; electricity, \$1,000.00; minor building repairs, \$300.00; electrical repairs, \$200.00.

Supplies and Materials: Paper stock and envelopes, \$53,000.00; printing inks, \$700.00; postage stock, \$24,385.00; gasoline and oil for delivery truck, \$175.00; general operating supplies, \$400.00; binders; mimeograph supplies, etc., \$1,515.00.

Current Charges and Obligations: Registration of truck, \$3.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	13	\$62,700 00	\$4,865 00	\$8,140 00	\$480 00	\$76,185 00
2. Preparation of Type and Plates	47	320,500 00	7,375 00	1,000 00	57 00	328,932 00
3. Production of Printed Matter	24	156,500 00	6,250 00	5,880 00	60 00	168,690 00
4. Procurement of Materials and Services Involved in Production	4	21,300 00	66,120 00	80,175 00	3 00	167,598 00
TOTALS	88	\$561,000 00	\$84,610 00	\$95,195 00	\$600 00	\$741,405 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside suppliers as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget	
					Recommended by Mayor	Approved
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$9,731 19	\$16,475 70	\$15,000 00	\$15,000 00	\$15,000 00	

Estimated departmental revenues for 1964 \$15,000 00

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget	
					Recommended by Mayor	Approved
Personal Services . .	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	
Contractual Services . .	919 24	258 00	1,000 00	1,000 00	1,000 00	
Supplies & Materials . .	9 00	—	15 00	15 00	15 00	
TOTALS . . .	\$1,960 24	\$1,290 00	\$2,047 00	\$2,047 00	\$2,047 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$1,032 00	\$1,000 00	\$15 00	\$2,047 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and emergency small repair of markers and monuments during the year, \$1,000.00.

Supplies and Materials: Postage and office supplies, \$15.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 70 complaints are processed daily.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$17,307 35	\$11,431 80	\$11,647 00	\$11,738 00	\$11,738 00	
2—Contractual Services . .	7 50	31 25	15 00	15 00	15 00	
3—Supplies and Materials .	209 35	223 98	250 00	350 00	350 00	
TOTALS . . .	\$17,524 20	\$11,687 03	\$11,912 00	\$12,103 00	\$12,103 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
2 \$11,738 00	\$15 00	\$350 00	\$12,103 00

Personal Services: Head Clerk, Principal Clerk and Secretary.

Contractual Services: Repairs to typewriter, \$15.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$350.00.

ADMINISTRATIVE SERVICES, DATA PROCESSING UNIT

1-01-49

The Data Processing Unit of the Administrative Services Department is responsible for the preparation of annual sewer use charge commitments and bills, quarterly water service commitments and bills, and the maintenance of police list and poll tax files which are used for billing, listing, and related work. The division also acts as a service unit to other city departments in matters affecting tabulations and statistical analyses of data in tabulating card form. Volumes of the principal billing activities are as follows: Sewer use, 90,000; water service, 100,000; quarterly; police and voting lists, 770,000 lines.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	—	—	\$60,524 00	\$59,903 00	\$57,900 00	
2—Contractual Services . .	—	—	2,150 00	8,188 00	8,188 00	
3—Supplies & Materials . .	—	—	36,250 00	12,038 00	11,000 00	
4—Current Charges & Oblig's	—	—	41,659 00	56,500 00	56,500 00	
5—Equipment	—	—	6,235 00	—	—	
TOTALS . . .	—	—	\$146,818 00	\$136,629 00	\$133,588 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of all activities of this unit, maintains police list, and performs related tabulating and statistical work for various city departments.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
28 \$57,900 00	\$8,188 00	\$11,000 00	\$56,500 00	\$133,588 00

Personal Services: Manager of Data Processing, Data Processing Systems Analyst, Supervisor of Tabulating Services, Assistant Supervisor of Tabulating Services, 3 Principal Statistical Machine Operators, 4 Senior Tabulating Equipment Operators, 12 Key punch and Tabulating Equipment Operators, 2 Principal Clerks, 3 Senior Clerks. Temporary Employees, \$6,600.00.

Contractual Services: Attendance at IBM school, \$188.00; Program and Machine Service, \$8,000.00.

Supplies and Materials: Forms, cards, and stationery, \$8,000.00; electroplates, panels, etc. \$3,000.

Current Charges and Obligations: Rental of equipment as per contracts, \$56,500.00.

The balance of this unit appears under the detailed breakdown of the Income Departments under Administrative Services, Data Processing Unit (Water) and Administrative Services, Data Processing Unit (Sewer).

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County of Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to the various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and represents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$347,894 04	\$348,440 30	\$350,456 27	\$419,507 00	\$387,956 00	
-Contractual Services . .	64,318 66	52,707 93	63,100 00	79,650 00	63,850 00	
-Supplies & Materials . .	5,064 53	5,043 35	5,600 00	5,900 00	5,100 00	
-Current Charges & Oblig's	1,637 00	1,732 90	1,681 00	1,856 00	1,856 00	
-Equipment	1,510 70	1,198 64	1,650 00			
TOTALS	\$420,424 93	\$409,123 12	\$422,487 27	\$506,913 00	\$458,762 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of departmental activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	\$113,111 00	\$5,850 00	\$831 00	\$1,011 00	\$120,803 00

Personal Services: Corporation Counsel, Administrative Assistant, Head Administrative Clerk, Head Clerk and Secretary, 2 Head Clerks, 7 Principal Legal Stenographers, 7 Senior Clerks and Stenographers, Senior Clerk and Telephone Operator.

Contractual Services: Telephone services, \$5,700.00; repairs and servicing of office machines, \$150.00.

Supplies and Materials: Household supplies, \$61.00; postage, cards, forms, and stationery, \$770.00.

Current Charges and Obligations: Dues and subscriptions, \$810.00; premium on surety bond, \$15.00; rental of water cooler, postage meter and Western Union clock, \$186.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$111,616 00	\$5,100 00	\$286 00	\$117,002 00

Law Department — Continued

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: 2 Assistant Corporation Counsels, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: Assistant Corporation Counsel.

Legislative Section: 2 Assistant Corporation Counsels.

Special Litigation Section: 6 Assistant Corporation Counsels.

Contractual Services: Travel expenses to conferences and hearings outside the state, \$750.00; services of public stenographer for special hearings, \$350.00; printing and binding, \$4,000.00.

Supplies and Materials: Household supplies, \$11.00; postage, forms, cards, and stationery, \$275.00.

3. GENERAL TRIAL DIVISION

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters in the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counseling and Miscellaneous Litigation Division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$101,517 00	\$27,250 00	\$1,177 00	\$815 00	\$130,759 00

Personal Services: In charge of Division: 2 Assistant Corporation Counsels.

Performance under this program is divided among the following sections:

General Litigation Section: 6 Assistant Corporation Counsels.

Appellate Tax Section: 2 Assistant Corporation Counsels.

Investigating Section: Chief Claims Investigator, Senior Legal Assistant, 2 Senior Claims Investigators, 3 Claims Investigators, 2 Constables

Contractual Services: Travel expenses, \$3,250.00; photography, \$9,000.00; appraisal services, \$4,000.00; medical services, \$7,000.00; weather records, \$400.00; witness fees, \$3,600.00.

Supplies and Materials: Household supplies, \$9.00; postage, forms, cards, and stationery, \$1,168.00.

Current Charges and Obligations: Dues and subscriptions, \$800.00; premium on surety bond, \$15.00.

4. COLLECTION DIVISION

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to recover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare aid to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$61,712 00	\$25,650 00	\$2,806 00	\$30 00	\$90,198 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 2 Assistant Corporation Counsels, Legal Assistant.

Tax Title Section: Senior Legal Assistant, 3 Legal Assistants, Claims Investigator.

Contractual Services: Advertising, \$300.00; court and reporters fees, \$3,500.00; recording fees, writs, miscellaneous fees, \$21,850.00.

Supplies and Materials: Household supplies, \$19.00; postage, forms, cards, and stationery, \$2,787.00.

Current Charges and Obligations: Premium on surety bond, \$30.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	21	\$113,111 00	\$5,850 00	\$831 00	\$1,011 00	\$120,803 00
2. Counseling and Miscellaneous Litigation Division	14	111,616 00	5,100 00	286 00	—	117,002 00
3. General Trial Division	19	101,517 00	27,250 00	1,177 00	815 00	130,759 00
4. Collection Division	9	61,712 00	25,650 00	2,806 00	30 00	90,198 00
TOTALS	63	\$387,956 00	\$63,850 00	\$5,100 00	\$1,856 00	\$458,762 00

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all records, documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$85,798 95	\$86,179 63	\$89,226 25	\$88,871 00	\$88,785 00	
2—Contractual Services . . .	2,973 14	4,635 26	4,375 00	4,975 00	4,975 00	
3—Supplies & Materials . . .	1,412 95	1,427 08	1,930 00	1,930 00	1,930 00	
4—Current Charges & Oblig's . . .	102 50	224 75	158 00	188 00	188 00	
5—Equipment	347 92	553 33	500 00	—	—	
TOTALS	\$90,635 46	\$93,020 05	\$96,189 25	\$95,964 00	\$95,878 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$62,100 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venire of jurors drawn by the City Council prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$29,330 00	\$4,125 00	\$400 00	\$143 00	\$33,998 00

Personal Services: City Clerk, Assistant City Clerk, Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Attendance at conventions, \$500.00; advertising of elections, ordinances, and public hearings, \$3,500.00; binding, \$100.00; servicing equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Subscriptions, \$103.00; premium on surety bonds, \$40.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$59,455 00	\$850 00	\$1,530 00	\$45 00	\$61,880 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 8 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$725.00; cleaning, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00; photographic paper and badges, \$130.00.

Current Charges and Obligations: Premium on surety bonds, \$45.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	4	\$29,330 00	\$4,125 00	\$400 00	\$143 00	\$33,998 00
2. Recording, Filing of Legal Documents, and Issuance of Licenses	11	59,455 00	850 00	1,530 00	45 00	61,880 00
TOTALS	15	\$88,785 00	\$4,975 00	\$1,930 00	\$188 00	\$95,878 00

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget		Approved
					Recommended by Mayor		
2—Contractual Services . .	\$48,616 15	\$48,166 50	\$57,000 00	\$55,000 00	\$55,000 00		

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	None
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C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$55,000.00.

BOARD OF ZONING ADJUSTMENT

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$424 70	\$454 40	\$460 00	\$115 00	\$115 00	
2—Contractual Services . .	758 00	869 05	1,640 00	550 00	425 00	
3—Supplies & Materials . .	196 06	420 11	300 00	75 00	75 00	
TOTALS . . .	\$1,378 76	\$1,743 56	\$2,400 00	\$740 00	\$615 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	<u>\$150 00</u>
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C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$115 00	\$425 00	\$75 00	\$615 00

Personal Services: Head Clerk, Principal Clerk and Stenographer (P.T.)

Contractual Services: Messenger service, \$100.00; travel expenses in connection with petitions for zoning changes, \$25.00; advertising public hearing, \$75.00; blueprints of areas involved in zoning petitions, \$25.00; reporting of public hearings, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$75.00.

ZONING COMMISSION

1-01-73

The Zoning Commission is the official authority that has the power to adopt a new zoning regulation and from time to time, once the original regulation is adopted, amend it upon petition or otherwise, rendered after a public hearing following advertisement.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	—	—	—	\$345 00	\$345 00	
—Contractual Services . .	\$1,646 73	\$2,038 15	\$2,100 00	3,500 00	3,500 00	
—Supplies & Materials . .	—	300 00	300 00	900 00	900 00	
TOTALS . . .	\$1,646 73	\$2,338 15	\$2,400 00	\$4,745 00	\$4,745 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	<u>\$500 00</u>
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C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$345 00	\$3,500 00	\$900 00	\$4,745 00

Personal Services: Head Clerk, Principal Clerk and Stenographer (P.T.).

Contractual Services: Messenger Service, \$300.00; travel expenses, \$100.00; advertising \$700.00; blueprinting, \$150.00; reporting, \$1,500.00; consultant services, \$750.00.

Supplies and Materials: Postage, \$400.00; stationery, \$400.00; miscellaneous supplies, \$100.00.

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Property Division . . .	\$262,173 97	\$297,332 01	\$236,434 36	\$400,272 00	\$265,722 00	
Bldgs. Div. (City Buildings) .	1,199,562 51	1,245,830 63	1,146,948 63	1,283,691 00	1,267,548 00	
Market Division . . .	86,109 53	37,207 83	39,234 11	40,966 00	34,440 00	
TOTALS . . .	\$1,497,846 01	\$1,580,370 47	\$1,422,617 10	\$1,724,929 00	\$1,567,710 00	

The above tabulation does not include the appropriation of \$236,499.00 for the operation of the county buildings contained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$820,620 39	\$870,376 80	\$849,113 10	\$911,491 00	\$888,822 00	
2—Contractual Services . .	494,169 11	521,188 82	405,709 00	639,535 00	507,885 00	
3—Supplies & Materials . .	62,497 78	67,754 37	67,256 00	74,855 00	71,955 00	
4—Current Charges & Oblig's	92,845 93	103,954 38	98,789 00	99,048 00	99,048 00	
5—Equipment	1,055 73	132 64	1,750 00	—	—	
7—Structures & Improvements	26,657 07	16,963 46	—	—	—	
TOTALS . . .	\$1,497,846 01	\$1,580,370 47	\$1,422,617 10	\$1,724,929 00	\$1,567,710 00	

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-85

The Property Division has the responsibility for the care and disposal by public auction of all real estate belonging to the city which is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking where necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking garages have been erected, and administers leases on a short-term basis for five downtown sites on which parking garages have also been erected. Five parking lots are leased on an annual basis and one parking lot on a three year basis. Ten suburban parking lots are operated, in which meters have been installed in three lots for the collection of fees.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$76,858 05	\$83,739 62	\$88,644 63	\$93,222 00	\$93,222 00	
—Contractual Services . .	153,468 50	183,692 29	119,450 00	279,850 00	148,200 00	
—Supplies & Materials . .	2,445 08	6,528 88	9,900 00	10,500 00	7,600 00	
—Current Charges & Oblig's	22,101 24	16,764 12	16,940 00	16,700 00	16,700 00	
—Equipment	122 50	132 64	1,500 00			
—Structures & Improvements	7,178 60	6,474 46				
TOTALS	\$262,173 97	\$297,332 01	\$236,434 63	\$400,272 00	\$265,722 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$1,209,841 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering service to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$51,569 00	\$650 00	\$2,200 00	\$600 00	\$55,019 00

Personal Services: Commissioner of Real Property, Executive Secretary, 7 Clerks.

Contractual Services: Automotive Repairs and Servicing, \$300.00; servicing office machines, \$200.00; travel expense outside state, \$150.00.

Supplies and Materials: Automotive supplies, \$700.00; postage, forms, cards, stationery, \$1,500.00.

Current Charges and Obligations: Rental of water cooler and auctioneer's licenses, \$100.00; news clipping service, dues and subscriptions, \$300.00; fidelity bond for employees, \$200.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 3,406 of which 613 were real estate, and 2,793 were vacant lots. During the year 1963, 178 parcels were sold, at a total sale value of \$1,258,980.00

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$41,653 00	\$142,550 00	\$5,400 00	\$189,603 00

Personal Services: Real Property Agent, 4 Assistant Real Estate Custodians, Auctioneer, Senior Civil Engineer.

Contractual Services: Electricity and gas, \$6,000.00; carpentry, \$40,000.00; electrical, \$5,000.00; plumbing and steamfitting, \$5,000.00; roofing, masonry, elevators, repairs, \$5,000.00; carfares for purpose of inspecting properties, \$650.00; advertising, \$20,000.00; printing supplements, printing new edition of real estate booklets, etc., \$8,000.00; recording and judicial services, \$2,000.00; cleaning and removal of debris from city owned land, \$50,000.00; Repairs and servicing of oil burners in city owned homes, \$900.00.

Supplies and Materials: Fuel oil for buildings that are rented, \$5,000.00; household supplies and materials, \$300.00; photographic supplies, blue prints, and batteries, \$100.00.

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

Contractual Services	Current Charges	Total
\$5,000 00	\$16,100 00	\$21,100 00

Contractual Services: Repair to parking garages, \$5,000.00.

Current Charges and Obligations: Insurance, fire, parking facilities: St. James Avenue, \$3,350.00; Kingston Street, \$3,050.00; Fort Hill \$2,500.00; Central Street, \$4,500.00; Essex and Lincoln Streets, \$2,700.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services .	9	\$51,569 00	\$650 00	\$2,200 00	\$600 00	\$55,019 00
2. Care and Disposal of Foreclosed Real Estate and Surplus Municipal Prop- erty .	7	41,653 00	142,550 00	5,400 00	—	189,603 00
3. Maintenance of Parking Facilities, Local Communities	—	—	5,000 00	—	16,100 00	21,100 00
TOTALS	16	\$93,222 00	\$148,200 00	\$7,600 00	\$16,700 00	\$265,722 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Twenty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 2 departments occupying quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$710,188 70	\$751,836 38	\$723,844 63	\$780,143 00	\$764,000 00	
-Contractual Services . . .	339,375 96	336,247 57	284,900 00	358,300 00	358,300 00	
-Supplies & Materials . . .	58,848 46	60,067 22	56,105 00	62,900 00	62,900 00	
-Current Charges & Oblig's	70,737 69	87,190 26	81,849 00	82,348 00	82,348 00	
-Equipment	933 23	—	250 00	—	—	
-Structures & Improvements	19,478 47	10,489 00	—	—	—	
TOTALS	\$1,199,562 51	\$1,245,830 63	\$1,146,948 63	\$1,283,691 00	\$1,267,548 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$35,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personnel actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under control of the division. Prepares plans for repair work; supervision and approval of payment of repair work performed satisfactorily by contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$49,800 00	\$1,100 00	\$800 00	\$48 00	\$51,748 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services Division: Assistant Commissioner of Real Property, and 5 Clerical Employees.

Inspection Section: 3 Inspectors. Vacation Supply, \$300.00.

Contractual Services: Carfare and mileage, \$800.00; advertising, \$300.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$800.00.

Current Charges: Premium on surety bonds, \$48.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building, equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an automatic 5-position board. The number of calls annually is approximately as follows: outgoing, 1,816,000; incoming, 1,462,000; and long distance calls, 4,460. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning 224,915 square feet of floor space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
57	\$323,500 00	\$200,600 00	\$5,000 00	\$1,100 00	\$530,200 00

Personal Services: Performance under this program is divided among the following sections:

Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen.

Telephone Section: Chief Telephone Operator, 6 Telephone Operators.

Custodial Section: Superintendent, 31 Custodial Workers, Matron, 3 Watchmen.

Elevator Section: Chief Elevator Operator, 4 Elevator Operators.

Vacation supply, \$4,000.00.

Overtime Allowance, \$6,000.00 for Saturdays, Sundays, and holidays.

Buildings Division—Continued

Contractual Services: Telephone service, \$72,000; electricity, \$33,000.00; steam heat, \$34,000.00; gas for fuel, \$3,000.00; general repairs, carpentry, \$3,500.00; painting, \$10,000.00; plumbing, \$15,400.00; electrical, \$13,500.00; new acoustics for ceiling in Auditing Machine Room \$1,600.00; linoleum repairs, \$2,100.00; servicing equipment, \$500.00, towel service, \$3,000.00; servicing elevators, \$7,000.00; window cleaning, \$2,000.00.

Supplies and Materials: Cleaning and custodial supplies, \$3,000.00; general operating supplies, \$2,000.00.

Current Charges and Obligations: Rental water coolers, \$700.00; Western Union clocks, \$200.00; rental of chairs, \$200.00.

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishings; care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
99	\$390,700 00	\$156,600 00	\$48,100 00	\$68,800 00	\$664,200 00

Personal Services: 3 Building Maintenance Supervisors, Superintendent of Faneuil Hall, 2 Stationary Engineers, 15 Steam Firemen, 78 Custodial Workers.

Vacation supply, \$6,700.00.

Overtime allowance, \$12,000.00 for services required on Saturdays, Sundays, holidays, and emergencies.

Contractual Services: Electricity, \$30,000.00; carpentry, \$25,700.00; electrical, \$15,150.00; plumbing and heating, \$33,750.00; painting \$25,500.00; linoleum, \$4,400.00; miscellaneous, \$8,600.00; repairing fire escapes metal treads, canopy, \$6,500.00; extermination of vermin Quincy Market, \$1,000.00; glazing, \$1,000.00.

Supplies and Materials: Fuel, oil and coal, \$41,000.00; cleaning and custodial supplies, \$3,000.00; hardware and miscellaneous supplies and materials, \$4,000.00; First-Aid supplies, \$100.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street), \$40,800.00 Veterans' Services Department (38 Chauncy Street), \$27,000.00; rental of trucks, \$1,000.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

Supplies Materials	Current Charges	Total
\$9,000 00	\$12,400 00	\$21,400 00

Supplies and Materials: Fuel, oil, \$9,000.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00; water taxes, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	9	\$49,800 00	\$1,100 00	\$800 00	\$48 00	\$51,748 00
2. Care, Operation, and Maintenance of City Hall and City Hall Annex	57	323,500 00	200,600 00	5,000 00	1,100 00	530,200 00
3. Care, Operation, and Maintenance of Other City-owned Buildings	99	390,700 00	156,600 00	48,100 00	68,800 00	664,200 00
4. Providing Facilities for Use of the Organized Militia	—	—	—	9,000 00	12,400 00	21,400 00
TOTALS	165	\$764,000 00	\$358,300 00	\$62,900 00	\$82,348 00	\$1,267,548 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 70 tenants.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . .	\$33,573 64	\$34,800 80	\$36,624 11	\$38,126 00	\$31,606 00	
—Contractual Services . .	1,324 65	1,248 96	1,359 00	1,385 00	1,385 00	
—Supplies & Materials . .	1,204 24	1,158 07	1,251 00	1,455 00	1,455 00	
—Current Charges & Oblig's	7 00	—	—	—	—	
TOTALS . . .	\$36,109 53	\$37,207 83	\$39,234 11	\$40,966 00	\$34,440 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$110,000 00

C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
6	\$31,606 00	\$1,385 00	\$1,455 00	\$34,446 00

Personal Services: Superintendent, Head Clerk, Junior Building Custodian, 3 Watchmen. Temporary Employees, vacation supply, \$846.00.

Overtime allowance, \$250.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Communications, telephone, \$150.00; light, heat and power, \$1,100.00; servicing of equipment, \$36.00; miscellaneous, \$99.00.

Supplies and Materials: Heating, \$1,000.00; household, \$300.00; office supplies, \$100.00; miscellaneous, \$50.00; medical supplies, \$5.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement System was established on February 1, 1923, in accordance with the provisions of Chapter 521 of the Acts of 1922, which was accepted by the Mayor and City Council in August, 1922. An additional retirement system for City and County employees was provided by the enactment of Chapter 658, of the Acts of 1945, as amended. This act was accepted by the City Council on June 3, 1946, and approved by the Mayor on June 5, 1946. Every employee appointed after that date becomes a member of the new retirement system, namely, 5 per cent. The Retirement Board consists of three members, Joseph M. Dunlea appointed by the Mayor for a term of three years; the City Auditor, a member ex-officio, and Thomas J. McGrimley, Esq., who was elected by the members of the system. The Board is responsible for the correct administration of both systems, namely the 4 and 5 per cent whose members comprise the employees of the City of Boston, County of Suffolk, Boston Housing Authority, Boston Redevelopment Authority, Massachusetts Turnpike Authority.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$103,899 12	\$102,000 00	\$106,686 23	\$121,274 00	\$111,480 00	
2—Contractual Services . . .	11,389 15	9,561 17	12,250 00	12,275 00	12,250 00	
3—Supplies & Materials . . .	2,834 49	2,000 00	5,000 00	5,000 00	4,200 00	
4—Current Charges & Oblig's . . .	220 20	300 00	300 00	300 00	300 00	
5—Equipment	189 60	—	—	—	—	
TOTALS	\$118,532 56	\$113,861 17	\$124,236 23	\$138,849 00	\$128,230 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requisitions supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearings of disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$22,500 00	\$11,890 00	\$1,200 00	\$150 00	\$35,740 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant
Contractual Services: Transportation for board members, \$80.00; medical examinations, \$11,500.00; repairs of office machines, \$160.00; communications, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00.

Current Charges and Obligations: Rental of safety deposit vault, \$150.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds of resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notice regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	\$88,980 00	\$360 00	\$3,000 00	\$150 00	\$92,490 00

Boston Retirement Board — Continued

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 4 Pension Examiners, 2 Clerical Employees.

Machine Posting Division: Head Clerk, 9 Clerical Employees, temporary employees, \$1,980.00; overtime, \$2,500.00; fees, \$1,000.00.

Contractual Services: Servicing of office equipment, \$240.00; travel expenses, \$120.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,000.00.

Current Charges: Rentals, \$150.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
. Administrative and General Services .	5	\$22,500 00	\$11,890 00	\$1,200 00	\$150 00	\$35,740 00
. Maintenance of Retirement Systems .	17	88,980 00	360 00	3,000 00	150 00	92,490 00
TOTALS	22	\$111,480 00	\$12,250 00	\$4,200 00	\$300 00	\$128,230 00

FINANCE COMMISSION

1-01-93

Chapter 486, Acts of 1909, Section 18:—"It shall be the duty of the finance commission from time to time to investigate any and all matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the city of Boston, or the county of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon from time to time to the Mayor, the city council, the governor, or the general court."

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$46,007 85	\$48,070 80	\$49,056 00	\$54,852 00	\$54,852 00	
2—Contractual Services . .	13,948 13	12,041 49	12,979 00	7,823 00	7,823 00	
3—Supplies & Materials . .	622 71	727 15	730 00	425 00	425 00	
4—Current Charges & Oblig's	5,834 74	5,737 70	6,635 00	6,650 00	6,650 00	
5—Equipment	540 83	459 26	600 00			
TOTALS	\$66,954 26	\$67,036 40	\$70,000 00	\$69,750 00	\$69,750 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$27,080 00	\$6,823 00	\$325 00	\$6,650 00	\$40,878 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees.

Contractual Services: Telephone and telegraph services, \$900.00; electricity, \$325.00; servicing of office equipment, \$100.00; printing of annual report, \$1,800.00; cleaning, \$75.00; Special Investigations (Professional and Technical Services), \$3,623.00.

Supplies and Materials: Household supplies, \$25.00; postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Rent of office space, \$6,150.00; rental of water cooler, \$100.00; dues, \$50.00; newspaper subscriptions, \$350.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$27,772 00	\$1,000 00	\$100 00	\$28,872 00

Personal Services: Investigator, 2 Administrative Analysts.

Contractual Services: Carfares of Investigators, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	4	\$27,080 00	\$6,823 00	\$325 00	\$6,650 00	\$40,878 00
2. Investigation and Research	3	27,772 00	1,000 00	100 00	—	28,872 00
TOTALS	7	\$54,852 00	\$7,823 00	\$425 00	\$6,650 00	\$69,750 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Mayor under the provisions of Chapter 322 of the Acts of 1962. The Commissioner has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration of voters.

The area under the jurisdiction of the department totals 46.1 square miles, containing a population of 697,197, as shown by the census of 1960.

An average of 94,500 arrests is effected annually.

A — BUDGET SUMMARY

Group	1961 Expenditures		1962 Expenditures		1963 Appropriations		1964 Budget		Approved
							Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$16,985,863	84	\$16,682,823	57	\$17,268,929	67	\$18,070,046 00	\$17,610,000 00	
—Contractual Services . .	352,153	91	371,068	10	393,916	00	385,042 00	385,042 00	
—Supplies & Materials . .	480,775	58	470,328	03	468,340	00	451,477 00	451,477 00	
—Current Charges & Oblig's	40,329	41	55,894	57	60,903	00	82,478 00	82,478 00	
—Equipment	14,331	19	114,107	78	143,300	00	—	—	
TOTALS	\$17,873,453	93	\$17,694,222	05	\$18,335,388	67	\$18,989,043 00	\$18,528,997 00	

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	<u>\$170,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE

OFFICE OF THE POLICE COMMISSIONER ADMINISTRATIVE ASSISTANT

Responsible for the supervision and management of the office staff of the Police Commissioner including the Correspondence Section which receives, processes, and dispatches all official departmental correspondence, communications, and reports. Responsible for the preparation of general orders, special orders, personnel orders and bulletins. Responsible for the supervision of the police public relations programs and for the dissemination of official police news releases to keep the public informed of departmental programs and police operations in general.

PLANNING DIVISION

Responsible for development of plans and procedures for all phases of departmental operations; the compilation of all essential data relative to departmental activities, and the preparation of periodic or special statistical reports and analyses. Responsible for the introduction, standardization, and control of departmental forms. Responsible for the preparation of the annual report of the Police Commissioner and the annual departmental budget.

Personal Services		Contractual	Supplies	Current	Total
No.	Amount	Services	Materials	Charges	
19	\$133,000 00	\$7,100 00	\$3,850 00	\$2,500 00	\$146,450 00

Personal Services:

Commissioner, 1 Confidential Secretary, 1 Assistant Secretary, 1 Administrative Secretary, 2 Clerical Employees, 2 Deputy Superintendents, 11 Patrolmen.

Contractual Services: Rules and regulations, \$4,050.00; binding, \$100.00; architect and engineer reporting \$2,550.00; stationery, \$400.00.

Supplies and Materials: \$3,850.00 (indexes, postage, stationery, forms from Printing Dept.) (drafting supplies, etc.)

Current Charges and Obligations: Dues and subscriptions, \$2,500.00.

2. BUREAU OF INSPECTIONAL SERVICES

STAFF INSPECTION DIVISION

Responsible for maintaining a continual examination of departmental procedures and activities to assure conformance with existing policies and directives.

INTERNAL AFFAIRS DIVISION

Responsible for the supervision of the departmental disciplinary process to assure that all complaints against department personnel are properly investigated and suitable action taken. Responsible for the investigation of all applicants for the police service prior to appointment.

INTELLIGENCE DIVISION

Responsible for keeping the Police Commissioner informed as to the status of organized crime and the activities of known criminals in the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
14	\$105,000 00	—	\$1,400 00	\$25 00	\$106,425 00

Personal Services:

1 Deputy Superintendent Bureau Chief, 3 Deputy Superintendents, 1 Lieutenant, 3 Sergeants, 6 Patrolmen.

Supplies and Materials: Stationery, \$600.00; drafting supplies, tape recorder, etc., \$800.00.

Current Charges: Notary Public, \$25.00.

3. BUREAU OF FIELD OPERATIONS PATROL DIVISION

Responsible for the maintenance of an effective patrol force throughout the city and on the waters of the harbor charged with the enforcement of all laws and ordinances and the prevention and repression of crime. Responsible for the preliminary investigation of all crimes and incidents reported to the police and for the preparation of appropriate report relative to such occurrences and the recording of subsequent police action taken.

TRAFFIC DIVISION

Responsible for the control of traffic and the enforcement of parking regulations in that area of the city within the boundaries of Districts 1, 2, 4, and 16, and the traffic post on Commonwealth avenue at Boston University Bridge. Responsible for the prevention and investigation of traffic accidents throughout the city and for the over-all supervision of traffic arrangements for major parades, public celebrations, and events of a similar nature.

CRIMINAL INVESTIGATION DIVISION

Responsible for the continuing investigation of all crimes and offenses reported to the police and for the preparation of evidence to facilitate their prosecution in the courts. The various activities of the division will be divided among special units to include a Vice Control Section, responsible for the control and investigation of prostitution, gaming, narcotic and liquor law violations throughout the city, and a Juvenile Aid Section, responsible for the investigation of juvenile crime and the prevention of delinquency among juveniles.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2,601	\$15,031,000 00	\$118,515 00	\$273,152 00	\$38,250 00	\$15,460,917 00

Personal Services:

1 Deputy Superintendent—Bureau Chief, 3 Deputy Superintendents, 17 Captains, 9 Lieutenant-Detectives, 73 Lieutenants, 26 Sergeant Detectives, 203 Sergeants, 175 Detectives, 1,904 Patrolmen, 1 Biological Chemist, 1 Assistant Biological Chemist, 6 Hearings Stenographer, 2 Clerical Employees, 180 Intermittent Auxiliary School Patrol. Overtime allowance for legal holidays, primary and election days, parade etc., \$600,000.00.

Contractual Services: Repairs and servicing of equipment, \$44,100.00; travel expenses, \$38,000.00; medical services for prisoners, \$10,000.00; copying records, witness fees, \$650.00; making, cleaning and repair of uniforms, \$21,665.00; veterinary services for dogs and horses, \$3,400.00; diver, expert services, \$700.00.

Supplies and Materials: Automotive, \$182,500.00; food for prisoners, \$18,000.00; police badges, \$300.00; emergency truck, boats, chemists, \$6,150.00, stable supplies, \$5,000.00; wearing apparel, \$46,402.00; ballistic and automobile supplies, \$750.00; forms, paper, envelopes and other miscellaneous supplies, \$14,050.00.

Current Charges and Obligations: Bonds and insurance, \$2,650.00; notary public and justice of peace, \$50.00; rental of inhalators, \$2,050.00; tuition to schools and colleges, \$3,500.00; hospital and medical expenses to indemnify police officers for reasonable expenses incurred in performance of duties, \$30,000.00.

4. BUREAU OF GENERAL SERVICES CENTRAL SERVICES DIVISION

Responsible for the acquisition, inventory, maintenance, and disposition of all Police Department property, equipment, and supplies; and for the care and custody of all lost, stolen, and abandoned property in the possession of the police. Responsible for the maintenance and repair of police buildings, automotive equipment, and the police signal system. Responsible for the processing and recording of all applications for licenses and permits issued by the Police Commissioner and those investigated for other agencies. Responsible for the receipt and transmission to the City Treasurer of all funds collected by the Police Department and for the processing and recording of all bills and items of expense incurred by the Police Department. Responsible for the operation of the City Prison and the House of Detention.

RECORDS AND COMMUNICATIONS DIVISION

Responsible for the management, maintenance, and control of all departmental administrative and operational records and for the timely submission of such records and reports from all reporting units. Responsible for the processing and recording of all fingerprints, photographs, criminal records, warrants for arrest, and other information necessary for

Police Department — Continued

the identification and apprehension of persons wanted for the commission of crime. Responsible for the operation and maintenance of the departmental radio communications system, for the receiving and recording of requests for police service from the public, and for the consequent deployment of radio car personnel.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
365	\$2,024,000 00	\$258,977 00	\$164,575 00	\$41,703 00	\$2,489,255 00

Personal Services:

1 Deputy Superintendent Bureau Chief, 2 Deputy Superintendents, 3 Captains, 1 Lieutenant Detective, 7 Lieutenants, 3 Sergeant Detectives, 19 Sergeants, 10 Detectives, 125 Patrolmen, 27 Clerical Employees, 2 Multilith Operators, 1 "Hearing" Stenographer, 1 Principal Machine Operator, 1 Senior Statistical Machine Operator, 9 Statistical Machine Operators, 13 Telephone Operators, 1 Working Foreman, 1 Diesel Operator, 21 Motor Equipment and Repairmen, 1 Director of Signal Service, 1 Assistant Director of Signal Service, 1 Foreman, Signal Service, 1 Machinist, 7 Signalmen-Electricians, 1 Painter and Groundman, 9 Linemen and Cable Splicers, 3 Groundmen-Laborers, 1 Electrical Equipment Repairman, 1 Chief Matron, 1 Assistant Chief Matron, 10 Matrons, 6 Janitresses, 1 Superintendent of Police Buildings, 1 Assistant Superintendent of Police Buildings, 1 Property Clerk, 7 Steam Firemen, 6 Hostlers, 1 Senior Police Building Custodian, 49 Junior Building Custodians, 8 Elevator Operators. Overtime, Civilian Employees, \$40,000.00.

Contractual Services: Telephone, electricity and gas services, \$133,700.00; heating Station 1, \$5,000.00; repairs and servicing buildings (carpentry and electrical), \$10,200.00; signal service, \$14,000.00; plumbing, steamfitting, painting, plastering, \$40,000.00; repairs and servicing of equipment, \$9,167.00; radio and communications, \$2,625.00; miscellaneous printing, advertising, pocket manuals, etc., \$3,400.00; cleaning, laundering, etc., \$2,200.00; windows, \$2,000.00; freight and express, \$1,500.00; listing, \$35,185.00.

Supplies and Materials: Heating, \$33,700.00; laundry, cleaning, custodial, \$16,100.00; postage (forms, cards, stationery, etc.), \$55,075.00; miscellaneous badges and medallions, plates, etc., \$2,025.00; holsters, handcuffs, goggles, etc., \$2,500.00; identifications, \$9,500.00; Central Record and Complaint, \$4,625.00; hackney carriage, \$4,400.00; signal and traffic, \$28,500.00; radio, \$7,350.00; building, \$200.00; machine and furniture parts, \$500.00; tools and instruments, \$100.00.

Current Charges and Obligations: Rentals, garage and storage, \$8,000.00; miscellaneous, \$931.00; bonds (Justice of Peace and Notary Public), \$250.00; IBM machines, \$26,922.00; Xerox copier, \$5,300.00; signal truck (garaging), \$300.00.

5. BUREAU OF PERSONNEL AND TRAINING PERSONNEL DIVISION

Responsible for the maintenance of departmental personnel files and for the assembling and recording of the background, skills, aptitudes, and abilities of all department members. Responsible for the administration of the departmental personnel evaluation program and for the encouragement of department members to improve their educational and technical competence. Responsible for the preparation of payrolls and the maintenance of payroll records; for the acquisition and processing of new personnel and for the medical examination of all personnel.

TRAINING DIVISION

Responsible for the administration and operation of the Police Academy including the Academic Unit and the Drillmaster's Unit. Responsible for the development of a progressive program for Recruit, In-Service, Specialization, Supervisory, Promotional and Career Training.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
53	\$317,000 00	\$450 00	\$8,500 00	\$325,950 00

Personal Services:

1 Deputy Superintendent—Bureau Chief, 2 Deputy Superintendents, 1 Captain, 1 Lieutenant Detective, 2 Lieutenants, 2 Sergeants, 29 Patrolmen, 3 Detectives, 1 Medical Examiner, 11 Clerical Employees.

Contractual Services: Messenger service, \$200.00; medical and dental repairs, \$100.00; physicians' examinations of pensioners and applicants for pensions, \$150.00.

Supplies and Materials: Medical supplies (thermometers, appliances, instruments), \$3,500.00; office, \$800.00; Police Academy (targets, posters, drafting), \$200.00; police range, \$500.00; supplies for "reloading" machinery, \$3,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative Services . . .	19	\$133,000 00	\$7,100 00	\$3,850 00	\$2,500 00	\$146,450 00
2. Inspectional Services . . .	14	105,000 00	—	1,400 00	25 00	106,425 00
3. Field Operations . . .	601	15,031,000 00	118,515 00	273,152 00	38,250 00	15,460,917 00
4. General Services . . .	365	2,024,000 00	258,977 00	164,575 00	41,703 00	2,489,255 00
5. Personnel and Training . . .	53	317,000 00	450 00	8,500 00	—	325,950 00
	<u>3,052</u>	<u>\$17,610,000 00</u>	<u>\$385,042 00</u>	<u>\$451,477 00</u>	<u>\$82,478 00</u>	<u>\$18,528,997 00</u>

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . .	\$12,027,318	99	\$11,943,621	51	\$12,550,960	91	\$13,037,383	00	\$12,814,000	00
2—Contractual Services . .	368,162	04	398,181	28	325,450	00	306,750	00	290,800	00
3—Supplies & Materials . .	384,646	40	352,336	69	392,500	00	394,400	00	394,400	00
4—Current Charges & Oblig's	11,182	61	15,674	71	68,838	00	69,438	00	69,438	00
5—Equipment	24,225	31	67,749	54	75,000	00	—	—	—	—
TOTALS	\$12,815,535	35	\$12,777,563	73	\$13,412,748	91	\$13,807,971	00	\$13,568,638	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$241,650 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services, maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
56	\$291,000 00	\$14,950 00	\$4,000 00	\$234 00	\$310,184 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Medical Examiner, Senior Administrative Assistant, 2 Clerical Employees, 3 Fire Fighter-Aides.
General Services Section: Head Administrative Clerk, 4 Head Clerks, 12 Clerical Employees, 3 Fire Fighters.
Payroll Section: Head Clerk, 4 Clerical Employees.
Chaplain Section: 3 Chaplains.
Custodial Section: Fire Fighter Building Custodian, 12 Fire Fighters, 7 Custodial Workers (Janitresses).
Overtime: Closing accounts, \$1,000.00.

Contractual Services: Telephone service, \$14,000.00; advertising, \$600.00; travel, \$350.00.

Supplies and Materials: Gasoline and oil, \$2,000.00; postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$234.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 40 Engine Companies, 5 Engine Squads, 29 Ladder Companies, 1 Rescue Company, 2 Water Towers, 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1,761	\$11,057,000 00	\$32,880 00	\$135,150 00	\$59,903 00	\$11,284,933 00

Personal Services: Performance under this program is divided among the following sections:

Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, Deputy Chief, District Chief, 5 Captains, 2 Lieutenants, 19 Fire Fighter-Aides.

Maintenance Section: 11 Engineers-High Pressure, 3 Fire Fighters.

Fire Fighting Force: 7 Deputy Chiefs, 46 District Chiefs, 78 Captains, 200 Lieutenants, Chief Marine Engineer, 7 Fire Fighter-Masters, 8 Fire Fighter-First Engineers, 8 Fire Fighter-Second Engineers, 1,353 Fire Fighters, 7 Fire Fighter-Aides, Fire Fighter-Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$349,000.00.

Contractual Services: Gas, fuel, \$3,600.00; steam heat, \$7,000.00; servicing of equipment, \$2,300.00; travel expenses to attendance at International Association of Fire Chiefs, \$700.00; travel expenses to attend conferences with view toward gaining knowledge of operation and training procedures, \$800.00; manufacture of uniforms, \$8,500.00; medical examinations, \$300.00; musical instructor, \$780.00; cleaning towels and bed linen, \$5,400.00; repairs to uniforms, \$500.00; printing of new book of rules and regulations, \$3,000.00.

Fire Department — Continued

Supplies and Materials: Gasoline, diesel oil, grease, and automobile repair parts, \$52,500.00; bed linen, \$5,000.00; medical supplies, \$1,500.00; forms, cards, and stationery, \$9,000.00; canister refills for masks, \$20,051.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$13,949.00; cloth for the manufacture of uniforms, \$11,000.00; wearing apparel, \$11,250.00; fire fighting supplies, \$10,900.00.

Current Charges and Obligations: Indemnification of Fire Fighters injured in line of duty for Hospital, Medical, Surgical, Pharmaceutical and, nursing expenses, \$53,000.00; rental of high pressure stations, \$4,800.00; dues and subscriptions, \$903.00; rental multilith machine, \$1,200.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil burner installations and instructs school children in fire prevention matters. Eighty-six thousand, five hundred and twenty inspections are made in a year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
77	\$440,000 00	\$1,070 00	\$16,000 00	\$8,831 00	\$465,901 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, Analytical Chemist, Head Clerk and Secretary, 16 Clerical Employees.

Inspection and Investigation Section: Captain-Assistant to Chief, 2 Captains, 12 Lieutenants, 40 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Dallas, Texas, \$350.00; printing fire prevention regulations, \$500.00; up-dating of maps, \$220.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$2,000.00; postage, forms, cards and stationery, \$8,000.00; photographic supplies, \$5,000.00; general operating supplies, \$1,000.00.

Current Charges and Obligations: Rental postage meters, \$120.00; dues and subscriptions, \$225.00; premium on surety bond, \$50.00; rental of Remington Rand equipment, \$8,436.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 2,203 fire alarm boxes, approximately 175 miles of overhead and 375 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
81	\$512,000 00	\$67,150 00	\$78,750 00	\$467 00	\$658,367 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 28 Alarm Operators, 7 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 6 Inside Wiremen, 8 Linemen, 5 Cable Splicers, 11 other employees.

Overtime: In the event of severe storms, \$2,000.00.

Contractual Services: Telephone services, \$24,000.00; electricity, \$3,000.00; gas, fuel, \$400.00; electrical repairs in fire stations, and fire alarm boxes, \$5,000.00; replacement, relocation of fire alarm boxes, \$18,000.00; installation of underground cable ducts and other signal equipment, \$11,000.00; repairs for various electrical machinery, tools, and motors, \$1,000.00; repairs to fire alarm tappers, registers and electrical equipment, \$3,000.00; attendance at International Association of Municipal Signal Engineers, \$300.00; photostating fire alarm maps, \$200.00; services of Underwriters' Laboratory, \$600.00; express charges, \$50.00; fire alarm repair, \$600.00.

Supplies and Materials: Gasoline, oil and automotive parts, \$3,900.00; electric lamps and custodial supplies, \$3,100.00; postage, forms, cards, and stationery, \$1,000.00; building supplies, \$2,000.00; fire alarm underground cable, \$10,000.00; alarm post, box sections, globes, and fire alarm parts, \$18,250.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$37,000.00; tools and instruments, \$3,000.00; blueprinting, drafting, and engineering supplies, \$500.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 45 department buildings, 153 pieces of fire apparatus, 45 automobiles, 29 auto trucks and 2 fireboats. Makes all repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
96	\$514,000 00	\$174,750 00	\$160,500 00	\$3 00	\$849,253 00

Fire Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Maintenance, General Foreman.

Allocating and Storeroom Section: 4 Clerical Employees, Heavy Motor Equipment Operator.

Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 22 Repairmen, Welder.

Building Maintenance Section: General Foreman, 3 Foremen, 11 Mechanics.

Boiler Room Section: 2 Stationary Engineers, Fireman.

Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.

Hose and Harness Shop: Working Foreman, 5 Leather and Canvas Workers.

Machine Shop: Machinist.

Apparatus Paint Shop: 4 Spray Painters.

Custodial Section: 2 Junior Building Custodians.

Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, Assistant Engineer, 6 Engineers-in-charge, Engineer in-charge Cardox, Assistant Cardox Engineer, 16 Engineers — Motor Squad.

Motor Squad: 3 Fire Fighters.

Overtime: Repairing apparatus and equipment, \$2,000.00.

Contractual Services: Electricity, gas, and steam heat, \$69,300.00; general carpentry and maintenance of overhead doors and buildings \$9,000.00; monthly inspection of elevators, \$1,200.00; painting of fire stations, \$6,000.00; installing new heating plants and plumbing repair \$14,500.00; general repairs to buildings and structures, \$12,300.00; repair and servicing of autos, trucks, machinery and tools, \$40,000.00; installation and repair of oil burners, \$5,000.00; repairs to furniture and equipment, \$7,000.00; express charges, \$250.00; miscellaneous services, \$2,200.00; fireboat repairs, \$8,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$30,600.00; heating supplies, \$79,000.00; custodial supplies and materials, \$4,900.00; postage, forms, cards, and stationery, \$1,000.00; building materials, plumbing, paints, and hardware supplies, \$20,000.00; repair parts and materials for fire-fighting equipment, \$12,500.00; wheat light batteries, parts, materials for machinery and equipment \$7,000.00; tools and instruments, \$3,500.00; miscellaneous supplies and materials, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	56	\$291,000 00	\$14,950 00	\$4,000 00	\$234 00	\$310,184 00
2. Extinguishing Fire and Protecting Life and Property	1,761	11,057,000 00	32,880 00	135,150 00	59,903 00	11,284,933 00
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	77	440,000 00	1,070 00	16,000 00	8,831 00	465,901 00
4. Signal System Operation and Maintenance	81	512,000 00	67,150 00	78,750 00	467 00	658,367 00
5. Plant and Equipment Maintenance and Repair	97	514,000 00	174,750 00	160,500 00	3 00	849,253 00
TOTALS	2,072	\$12,814,000 00	\$290,800 00	\$394,400 00	\$69,438 00	\$13,568,638 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$752,315 89	\$827,208 74	\$841,897 91	\$1,007,934 00	\$936,125 00	
Board of Appeal . . .	32,183 90	26,944 66	33,754 34	37,764 00	36,557 00	
Board of Examiners . . .	8,859 42	8,101 75	9,568 84	13,261 00	9,879 00	
Beacon Hill Architectural Commission	951 63	1,147 27	1,400 00	2,000 00	2,000 00	
Demolition or Restoration of Abandoned Properties . .	43,057 02	—	—	—	—	
Unsafe Buildings, Securing, Removing etc.	4,935 85	—	—	—	—	
TOTALS	\$842,303 71	\$863,402 42	\$886,621 09	\$1,060,959 00	\$984,561 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$692,944 13	\$666,260 69	\$699,486 09	\$759,639 00	\$754,541 00	
2—Contractual Services . .	90,314 04	185,883 99	175,500 00	286,530 00	215,530 00	
3—Supplies & Materials . .	9,331 08	10,913 11	9,550 00	12,400 00	12,100 00	
4—Current Charges & Oblig's	110 00	187 00	285 00	390 00	390 00	
5—Equipment	659 96	157 63	400 00	—	—	
Special Appropriation . . .	48,944 50	—	1,400 00	2,000 00	2,000 00	
TOTALS	\$842,303 71	\$863,402 42	\$886,621 09	\$1,060,959 00	\$984,561 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electrical conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified.

In addition, the department administers the laws establishing a code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$654,504 30	\$632,601 32	\$658,872 91	\$713,809 00	\$712,000 00	
2—Contractual Services . . .	89,145 28	184,541 92	174,000 00	283,250 00	213,250 00	
3—Supplies & Materials . . .	8,288 00	9,770 87	8,350 00	10,500 00	10,500 00	
4—Current Charges & Oblig's . . .	100 00	137 00	275 00	375 00	375 00	
5—Equipment	278 31	157 63	400 00			
TOTALS	\$752,315 89	\$827,208 74	\$841,897 91	\$1,007,934 00	\$936,125 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	\$405,468 00
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C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
31	\$196,000 00	\$8,450 00	\$5,600 00	\$375 00	\$210,425 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Administrative Assistant, Senior Legal Assistant, Legal Assistant, Head Clerk and Secretary, Building Plans Storage Attendant. Implementation of Surveys, \$25,000.00

General Services: 2 Head Administrative Clerks, 3 Head Clerks, Head Cashier, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, 14 Clerical Employees.

Overtime for emergency inspections: for work indexing, cataloging, or recording of applications, permits, and other records, \$2,000.00

Contractual Services: Servicing of office equipment, \$750.00; carfares, \$1,000.00, professional services and recording of hearings, \$500.00; telephone service, \$200.00; map revisions, \$1,000.00; printing and binding, \$5,000.00.

Supplies and Materials: Postage, cards, forms, stationery, \$5,100.00; flashlights, bulbs, batteries, and wrapping paper, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$300.00, premiums on surety bonds, \$75.00.

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages, and licenses. During the year 261 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$11,235 00	\$100 00	\$200 00	\$11,535 00

Personal Services: Head Clerk, Principal Clerk, overtime, \$100.00.

Contractual Services: Carfare, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,743 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,071 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$47,000 00	\$100 00	\$200 00	\$47,300 00

Personal Services: Principal Civil Engineer, 4 Senior Civil Engineers, Zoning Administrator, Building Plan Examiner, overtime, \$1,000.00

Contractual Services: Carfares, \$100.00

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 34,906 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 13,270 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
32	\$181,365 00	\$190,000 00	\$2,000 00	\$373,365 00

Personal Services: Performance under this program is divided among the following sections:

Construction and Safety Section: Supervisor of Construction and Safety, 2 Chief Building Inspectors, 19 Building Inspectors, Building Construction Repair Inspector.

Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 1 Egress Inspector, 5 Zoning Egress Inspectors.

Contractual Services: Carfares, \$9,800.00; telephone, \$200.00; demolition and securing of unsafe buildings, \$180,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 3,537 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 4,324 inspections and tests were made.

Inspects all gasfitting installations, repairs and replacements; investigates all accidents due to use of gas and passes on approval for use in Boston of various gas-consuming fixtures and appliances. During the year 10,320 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators as required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 7,502 inspections and tests were made and 3,572 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
27	\$138,000 00	\$7,700 00	\$500 00	\$146,200 00

Personal Services: Performance under this program is divided among the following sections:

Sprinkler Inspection Section: Supervisor of Mechanical Inspection, Chief Sprinkler and Gasfitting Inspector, 3 Inspectors.

Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.

Gas Fitting Inspection: 6 Inspectors.

Elevator Inspection: Chief Elevator Inspector, 7 Elevator Inspectors.

Contractual Services: Carfares, \$7,500.00; telephone, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00; flashlights and batteries, \$100.00.

Building Department — Continued

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 36,850 inspections were made.

Personal Services		Contractual	Supplies	Total
No.	Amount	Services	Materials	
24	\$138,400 00	\$6,900 00	\$2,000 00	\$147,300 00

Personal Services: Supervisor of Electrical Inspection, Chief Electrical Inspector, 22 Inspectors.

Contractual Services: Carfares, \$6,500.00; telephone, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	31	\$196,000 00	\$8,450 00	\$5,600 00	\$375 00	\$210,425 00
2. Issuance of Permits and Licenses	2	11,235 00	100 00	200 00	—	11,535 00
3. Plan Examinations and Technical In- vestigations	7	47,000 00	100 00	200 00	—	47,300 00
4. Construction and Safety Examinations.	32	181,365 00	190,000 00	2,000 00	—	373,365 00
5. Mechanical Inspections	27	138,000 00	7,700 00	500 00	—	146,200 00
6. Electrical Inspections	24	138,400 00	6,900 00	2,000 00	—	147,300 00
TOTALS	123	\$712,000 00	\$213,250 00	\$10,500 00	\$375 00	\$936,125 00

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 317 appeals were received; 45 were sustained, 217 were sustained with provisos, 50 were dismissed, 10 are pending, 55 hearings and 85 viewings of premises were held. 5 cases were withdrawn.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$30,114 48	\$25,095 71	\$31,554 34	\$33,484 00	\$33,277 00	
—Contractual Services . .	1,168 76	1,229 70	1,500 00	3,280 00	2,280 00	
—Supplies & Materials . .	590 78	619 25	700 00	1,000 00	1,000 00	
—Equipment	309 88	—	—	—	—	
TOTALS	\$32,183 90	\$26,944 66	\$33,754 34	\$37,764 00	\$36,557 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
8	\$33,277 00	\$2,280 00	\$1,000 00	\$36,557 00

Personal Services: 5 Members, and 3 Clerical Employees.
 Contractual Services: Advertising public hearings in newspapers, \$2,280.00.
 Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified

During the past year 217 persons were examined. Total licenses now outstanding: total, 2,673; renewals, 2,400; reissues, 106, new licensees, 160 and 35 applicants were rejected.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$8,325 35	\$7,563 76	\$9,058 84	\$12,346 00	\$9,264 00	
3—Supplies & Materials . .	452 30	522 99	500 00	900 00	600 00	
4—Current Charges & Oblig's	10 00	15 00	10 00	15 00	15 00	
5—Equipment	71 77	—	—	—	—	
TOTALS	\$8,859 42	\$8,101 75	\$9,568 84	\$13,261 00	\$9,879 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	\$10,000 00
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C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$9,264 00	\$600 00	\$15 00	\$9,879 00

Personal Services: Chairman, 2 Members, Executive Secretary.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Premium on surety bond, \$15.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	\$1,035 00	\$1,147 33	\$1,400 00	\$2,000 00	\$2,000 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$59,821 68	\$53,688 09	\$68,735 00	\$82,687 00	\$82,687 00	
2—Contractual Services . .	27,583 05	15,679 04	18,167 00	21,800 00	21,800 00	
3—Supplies & Materials . .	4,620 05	3,470 18	3,450 00	4,250 00	4,250 00	
4—Current Charges & Oblig's	266 71	135 78	153 00	4,425 00	4,275 00	
5—Equipment	182 00	137 20	—	—	—	
TOTALS	\$92,473 49	\$73,110 29	\$90,505 00	\$113,162 00	\$113,012 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
14	\$82,687 00	\$21,800 00	\$4,250 00	\$4,275 00	\$113,012 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Principal Clerk and Secretary.

General Services Section: Senior Account Clerk, Clerk and Stenographer.

Operation Section: Deputy Director, Administrative Officer, Public Information Officer, Planning Officer, Property Officer, Assistant Radio-logical Officer, Warning Officer, Operation Officer, Shelter Officer, Maintenance Officer.

Temporary Employees: For stocking Fall-out Shelters, \$7,950.00.

Contractual Services: Telephone service, \$10,000.00; electricity for sirens, \$2,500.00; building repairs, \$500.00; maintenance of air warning equipment, \$8,000.00; repairs to equipment, \$800.00.

Supplies and Materials: Gas, tires, and parts, \$1,000.00; postage, forms, cards, and stationery, \$800.00; miscellaneous supplies and materials, \$450.00; fuel oil, \$2,000.00.

Current Charges and Obligations: Rental of water cooler, \$147.00; rental of 2 trucks for delivery of shelter supplies, \$4,128.00.

TRAFFIC AND PARKING

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$589,893 71	\$612,677 50	\$669,620 64	\$724,191 00	\$710,000 00	
2—Contractual Services . . .	176,858 74	186,188 03	174,960 00	231,650 00	199,000 00	
3—Supplies & Materials . . .	94,824 85	113,421 75	136,790 00	105,425 00	100,315 00	
4—Current Charges & Oblig's	1,048 30	1,275 96	1,125 00	1,300 00	1,300 00	
5—Equipment	9,522 11	6,544 69	2,990 00	—	—	
7—Structures & Improvements	—	10,760 50	—	—	—	
TOTALS	\$872,147 71	\$930,868 43	\$985,485 64	\$1,062,566 00	\$1,010,615 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$310,675 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the department building and garage, totaling 26,500 square feet. Also licenses all open air parking lots.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 25 trucks, 21 passenger cars, and 2 line-marking machines.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$124,021 00	\$26,400 00	\$15,400 00	\$700 00	\$166,521 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Traffic Engineering Director, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 8 Clerical Employees.

Building Maintenance Section: Senior Building Maintenance Mechanic, Traffic Sign Maintenance Man, Custodial Worker.

Motor Equipment Maintenance Section: 3 Repairmen.

Motor Pool: 5 Motor Equipment Operators and Laborers.

Overtime Motor Pool: \$500.00

Contractual Services: Telephone service, \$5,800.00; electricity for plant, \$3,700.00; gas for heating, \$300.00; carpentry, \$800.00; electrical repairs, \$500.00; repairs and maintenance of boilers, \$1,200.00; building repairs, \$500.00; A.D.T. burglar alarm system, \$1,200.00; repairs to 30 vehicles in fleet, \$4,200.00; servicing of office equipment, \$300.00; travel expenses to National Safety Council, \$500.00; advertising and posting of amendments to traffic rules, \$3,000.00; window cleaning service, \$640.00; towel service, \$360.00; printing traffic rules and regulations reports, \$1,500.00; repairs to tools, \$400.00; servicing of elevator, \$500.00; painting and plastering offices, \$1,000.00.

Supplies and Materials: Gasoline, oil, grease, \$5,000.00; tire tubes, motor accessories, \$3,000.00; laundry, cleaning, custodial supplies and materials, \$400.00; fuel oil, \$4,000.00; postage, cards, forms, and stationery, \$2,200.00; garage tools, \$400.00; miscellaneous supplies and materials, \$400.00.

Current Charges and Obligations: Motor vehicle registration, \$300.00; dues and subscriptions, \$225.00; rentals, \$100.00; insurance and bonding, \$75.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for the relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for and timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 180 traffic engineering studies, 25 street parking surveys, 200 intersection vehicular volume counts, 130 other technical studies, 1,844 complaints and suggestions investigated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
26	\$148,818 00	\$3,200 00	\$800 00	\$100 00	\$152,918 00

Personal Services: Associate Traffic Engineer, 3 Principal Traffic Engineers, 3 Senior Traffic Engineers, Assistant Traffic Engineer, 3 Junior Traffic Engineers, Chief Traffic Investigator, 9 Senior Traffic Investigators, 4 Traffic Investigators, Encroachment Investigator. Overtime for Traffic Engineers and Investigators, \$2,000.00.
Contractual Services: Carfares and mileage, \$3,000.00; photographing and blueprinting, \$200.00.
Supplies and Materials: Traffic engineering forms, \$400.00; drafting supplies, \$400.00.
Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$100.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 750 miles of public streets and 202 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 51,500 traffic signs maintained, 4,600 new signs painted and erected, 3,065 signs reconditioned, 200 miles of roadway safety lines painted, and 847 loading zones involving 37,972 linear feet of curb painted and maintained, and 3,642 signs installed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
25	\$123,310 00	\$85,000 00	\$71,940 00	\$280,250 00

Personal Services: 2 Traffic Sign Supervisors, Traffic Sign Maintenance Foreman, Principal Clerk, 4 Painters, 4 Heavy Motor Equipment Operators, 13 Traffic Sign Maintenance Men. Overtime: Painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$3,000.00.

Contractual Services: Repair of machinery and tools, \$600.00; roping of streets for parades, \$4,000.00; carfares, \$400.00; painting of crosswalks, center lines, etc., \$80,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$700.00; traffic sign shop forms, \$100.00; building materials and supplies, \$2,200.00; traffic sign blanks, paints, Scotchlite, \$62,750.00; general operating supplies, \$1,540.00; repair parts for spray guns, air compressor, and marking machine, \$4,100.00; tools, \$500.00; wearing apparel, \$50.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 254 sets of pretimed traffic signals, 4 sets of traffic actuated signals, 133 sets of pedestrian signals, 58 warning flashers, and 5 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
24	\$124,273 00	\$78,900 00	\$10,975 00	\$214,148 00

Personal Services: Assistant Electrical Engineer, Traffic Signal Supervisor, 2 Working Foremen Traffic Signal Repairmen, 2 Electrical Equipment Repairmen, 6 Traffic Signal Repairmen, Chief Traffic Signal Inspector, Principal Clerk and Typist, 8 Traffic Signal Inspectors, 2 Traffic Sign Maintenance Men.

Contractual Services: Electricity for traffic signals, \$74,000.00; repairs to machinery and tools, \$300.00; carfare and mileage, \$2,100.00; sand-blast and paint signal posts, \$2,500.00.

Supplies and Materials: Cleaning materials, \$200.00; miscellaneous hardware, \$575.00; traffic signal supplies, \$8,500.00; electric conduit, ground clamps, electrical supplies and tools, \$1,500.00; record forms, \$100.00; wearing apparel, \$100.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, and are deposited with the First National Bank for counting and recording.

Average annual statistics are as follows: 7,476 parking meters maintained, 336,400 individual meter collections at rate of 45 collections per year per meter, and \$476,906.76 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
35	\$174,770 00	\$4,900 00	\$1,100 00	\$500 00	\$181,270 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, 2 Parking Meter Maintenance Foremen, Principal Account Clerk, 18 Parking Meter Repairmen, 2 Heavy Motor Equipment Operators, 7 Parking Meter Collectors, 3 Motor Equipment Operators and Laborers. Overtime, \$5,000.00.

Contractual Services: Carfares, \$900.00; accounting of receipts, \$4,000.00.

Supplies and Materials: Household supplies, \$200.00; forms and stationery, \$100.00; wearing apparel, \$300.00; parking meter tools, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$500.00.

Traffic and Parking Department — Continued

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This division participates in the city's driver training school and in driver training in the Boston public schools — maintains record of accidents and periodical analysis of accidents.

Personal Services		Contractual Services	Supplies Materials	Total
No.	Amount			
3	\$14,808 00	\$600 00	\$100 00	\$15,508 00

Personal Services: Assistant Director of Safety Education, 2 Clerical Employees.

Contractual Services: Servicing of office equipment, \$200.00; mileage, \$100.00; printing, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration and General Services .	23	\$124,021 00	\$26,400 00	\$15,400 00	\$700 00	\$166,521 00
2. Traffic Planning and Engineering .	26	148,818 00	3,200 00	800 00	100 00	152,918 00
3. Traffic Sign Installations and Maintenance .	25	123,310 00	85,000 00	71,940 00	—	280,250 00
4. Electric Traffic Signal Installation and Maintenance .	24	124,273 00	78,900 00	10,975 00	—	214,148 00
5. Parking Meter Maintenance and Collections	35	174,770 00	4,900 00	1,100 00	500 00	181,270 00
6. Traffic Safety Education	3	14,808 00	600 00	100 00	—	15,508 00
TOTALS	136	\$710,000 00	\$199,000 00	\$100,315 00	\$1,300 00	\$1,010,615 00

LICENSING BOARD

1-02-52

The Licensing Board is under the control and operation of three Commissioners who are appointees of the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$96,205 00	\$93,197 00	\$99,554 00	\$110,682 00	\$101,025 00	
2—Contractual Services . . .	7,490 00	7,800 00	11,267 00	13,652 00	10,652 00	
3—Supplies & Materials . . .	5,130 00	4,746 00	5,640 00	6,140 00	5,640 00	
4—Current Charges & Oblig's	13,465 00	13,566 00	13,524 00	15,354 00	14,712 00	
5—Equipment	2,269 00	328 00	955 00	—	—	
TOTALS	\$124,559 00	\$119,637 00	\$130,940 00	\$145,828 00	\$132,029 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$1,800,025 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 375 alcoholic beverages license cases, and 125 hearings on miscellaneous licenses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$52,235 00	\$2,052 00	\$1,225 00	\$14,538 00	\$70,050 00

Personal Services: Chairman, 2 Commissioners, Executive Secretary, Executive Assistant, Confidential Secretary, 2 Clerical Employees. Temporary Employees, \$1,104.00. Overtime: To process applications and issue licenses before New Year, \$325.00.

Contractual Services: Telephone service, \$445.00; electricity, \$135.00; servicing of office equipment, \$60.00; transportation of persons, \$500.00; witness fees, \$300.00; printing and binding, \$75.00; towel service, \$87.00; cleaning services, \$450.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$25.00; postage, forms, cards and stationery, \$1,200.00.

Current Charges and Obligations: Rental of office space, \$14,358.00; news clipping service, \$180.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1963, there were 6,640 applications filed, 6,514 granted, 80 rejected, and 45 withdrawn. An average of 2,250 licenses were issued for innholder and common victualler; 1,650 licenses for lodging houses; 1,035 licenses for entertainment as required by Chapter 299, Acts of 1926; 9 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$48,790 00	\$8,600 00	\$4,415 00	\$174 00	\$61,979 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 5 Clerical Employees. Temporary employees for emergencies, \$3,540.00. Overtime: To process applications and issue licenses before the New Year, \$2,400.00.

Contractual Services: Telephone service, \$1,780.00; electricity, \$540.00; servicing of office equipment, \$230.00; mailing and letter service, \$50.00; stenotypist under contract, \$6,000.00.

Supplies and Materials: Custodial supplies, \$100.00; postage, forms, cards, and stationery, \$4,300.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$174.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services . . .	8	\$52,235 00	\$2,052 00	\$1,225 00	\$14,538 00	\$70,050 00
2. Issuance of Liquor and Misc. Licenses . . .	9	48,790 00	8,600 00	4,415 00	174 00	61,979 00
TOTALS	17	\$101,025 00	\$10,652 00	\$5,640 00	\$14,712 00	\$132,029 00

PUBLIC WORKS DEPARTMENT

1-03-00

The Public Works Department was created in 1911 under the provisions of Chapter 486, Acts of 1909, through the consolidation of the existing Street, Water and Engineering Departments. The department is in charge of a Commissioner who is required by City Ordinance to be a civil engineer. The department now operates through its Central Office, Engineering and four (4) major divisions. These divisions carry out the major programs of the department; namely, the maintenance and construction of highways, street-lighting, snow removal, sewer construction and maintenance, water construction and maintenance, sanitation, street cleaning, removal and disposal of garbage and waste. All engineering in connection with foregoing programs is performed by the Engineering Division. The Central Office performs general administrative functions, including personnel management, payrolls, cost accounting, purchasing, inventory control, property and equipment maintenance.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1. Personal Services . . .	\$4,208,444 00	\$4,113,017 00	\$4,332,567 16	\$4,590,502 00	\$4,424,373 00	
2. Contractual Services . . .	4,212,736 00	4,533,025 00	4,528,165 00	4,902,794 00	4,834,916 00	
3. Supplies and Materials . . .	332,927 00	460,640 00	331,981 00	333,554 00	327,077 00	
4. Current Charges & Oblig's	8,152 00	3,873 00	5,494 00	9,375 00	8,376 00	
5. Equipment	3,243 00	188,035 00	175,923 00	—	—	
7. Structures and Improve- ments.	234,451 00	51,104 00	11,500 00	656,400 00	220,000 00	
8. Land and Non-Structural Improvements to Land . . .	1,662 00	3,258 00	—	—	—	
TOTALS	\$9,001,615 00	\$9,352,952 00	\$9,385,630 16	\$10,492,625 00	\$9,814,742 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$279,650 00

C — PROGRAMS

1. ADMINISTRATIVE AND ENGINEERING

Responsible for the budgeting, processing personnel actions, payrolls, supplies and materials, issuance of permits and accounting functions of the entire department. All engineering designs, planning and survey operations. The engineering functions are performed for the four major divisions of the department plus engineering services for the Public Improvement Commission and other city departments as required by city ordinances.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
99	\$143,176 00	\$3,934 00	\$16,478 00	\$230 00	\$163,818 00

Personal Services: Administrative Branch: Commissioner, Executive Secretary P.I.C., Senior Administrative Assistant, 2 Administrative Assistants, Senior Personnel Officer, Supervisor of Safety, Head Administrative Clerk, Head Clerk and Secretary, 3 Head Clerks, Personnel Assistant, Public Relations Representative, 12 Clerical Employees.

Permit Branch: Permit Supervisor, Head Permit Investigator, 4 Permit Investigators, 11 Senior Cashiers, 4 clerical employees, Constable.

Engineering Section Administration: Division Engineer, Head Administrative Clerk, Photostat Operator, 2 clerical employees.

Engineering Design Section: Associate Civil Engineer, 2 Principal Civil Engineers, 2 Senior Civil Engineers, 7 Assistant Civil Engineers, 6 Junior Civil Engineers, 5 Engineering Aids.

Engineering Planning: Principal Civil Engineer, Assistant Civil Engineer, Junior Civil Engineer.

Survey Section: 2 Principal Civil Engineers, 9 Assistant Civil Engineers, 4 Junior Civil Engineers, 8 Senior Engineer Aids, 4 Junior Engineering Aids.

Contractual Services: Repairs Office machines, \$400.00; travel expenses, conventions \$2,112.00; printing and binding, \$200.00; miscellaneous, \$1,222.00.

Supplies and Materials: Office supplies, forms, cards, stationery, postage, \$12,800.00; miscellaneous engineering supplies, \$3,678.00.

Current Charges and Obligations: Subscriptions, \$160.00, surety bond, \$70.00.

2. PLANT AND EQUIPMENT MAINTENANCE

Responsible for the care, control, and maintenance of all property and department-owned motor vehicles, and for the care and maintenance of all real estate and related facilities of the Public Works Department. It operates the maintenance shops — formerly of the sanitary division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
94	\$328,270 00	\$81,507 00	\$145,537 00	\$1,146 00	\$556,460 00

Personal Services: Director of Transportation, Superintendent of Automotive Maintenance, Supervisor of Automotive Maintenance, General Foreman of Motor Equipment Repairmen, General Maintenance Foreman (Carpenter), Maintenance Mechanic Foreman (Welder), 4 Motor Equipment Repair Foremen, Principal Storekeeper, 4 Working Foremen Motor Equipment Repairmen, 4 Heavy Motor Equipment Repairmen, 4 Maintenance Mechanics (Welders), 4 Maintenance Mechanics (Blacksmiths), 4 Maintenance Mechanics (Carpenters), 5 Maintenance Mechanics (Painters), Special Heavy Motor Equipment Operator, 4 Clerical Employees, Chief Commercial Equipment Operator, 16 Motor Equipment Operators, 6 Maintenance Mechanics Helpers, 16 Motor Equipment Maintenance Men, 4 Commercial Equipment Operators, 6 Garage Attendants, Working Foreman Maintenance Man (Welder), Maintenance Mechanic (Sheet Metal Worker). Overtime \$12,081.00.

Contractual Services: Telephone, \$8,320.00; electricity, \$11,999.00; repairs and maintenance of buildings and structures, \$5,525.00; repairs of equipment, \$53,625.00; transportation, \$228.00; protective service, freight and express charges, \$1,810.00.

Supplies and Materials: Automobile supplies, gasoline, tires and tubes, replacement parts, for trucks, sweepers, shovels, bulldozers, miscellaneous batteries, plugs, anti-freeze, \$98,782.00; fuel, garages, and yards, No. 2 oil, \$9,295.00; No. 5 oil, \$3,900.00; coal, \$356.00; household supplies, and custodial supplies, \$1,812.00; medical and hospital supplies, \$243.00; building supplies, \$5,893.00; general operating, \$4,500.00; tools and instruments, \$1,775.00; sweeper parts, \$18,980.00.

Current Charges and Obligations: Registration vehicles, \$1,146.00.

3. HIGHWAY DIVISION

The highway maintenance program is carried on through 10 districts and consists of street cleaning, snow removal and temporary and minor repairs to roadways, sidewalks and various highway appurtenances. The highway general repair program is combined with the water service roadways excavation repair program, and both conducted as a single activity in the charge of the Highway Division. Snow removal, which costs approximately \$750,000 per year, is also a Highway Division responsibility with other divisions assisting as required. The operation of 7 drawbridges together with the maintenance of many minor bridges, completes this highway maintenance program. The highway construction portion of this program, including bridge construction costing 3 to 4 million dollars, is financed as part of the city's capital improvement loan program.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Structures Improvements	Total
692	\$2,828,128 00	\$2,309,221 00	\$79,240 00	\$150,000 00	\$5,366,589 00

Operations — Administrative Section: Division Engineer, Head Administrative Clerk, 4 Clerical Employees.

Maintenance Section, Highway Repairs and Patching: Senior Civil Engineer, Assistant Supervisor of Highway Maintenance, 20 Highway Construction Inspectors, Principal Clerk Typist, 3 Heavy Motor Equipment Operators and Laborers, 30 Laborers.

Construction Section: Associate Civil Engineer, 2 Senior Civil Engineers, 9 Assistant Civil Engineers, 5 Junior Civil Engineers, Chief Highway Construction Inspector, 12 Highway Construction Inspectors, 9 Senior Engineering Aids, 4 Junior Engineering Aids.

Lighting Section: Principal Electrical Engineer, 2 Highway Maintenance Inspectors, 2 Electrical Operators.

Other Maintenance: Associate Civil Engineer, 2 Senior Civil Engineers, Superintendent of Highway Maintenance, Assistant Superintendent of Highway Maintenance, 6 Heavy Maintenance Foremen, Head Clerk, Assistant Supervisor of Bridge Operations, 6 Highway Construction Inspectors, 5 Drawtenders, 31 Highway Maintenance Inspectors, 2 Working Foremen Maintenance Mechanics (Carpenters), 2 Working Foremen Maintenance Mechanics (Painters), 4 Supervisors of Heavy Motor Equipment Operators, 4 Maintenance Mechanics (Carpenters), Maintenance Mechanic (Welding), Maintenance Mechanic (Electrical), 2 Maintenance Mechanics (Painters), Senior Storekeeper, 62 Heavy Motor Equipment Laborers, 10 First Assistant Drawtenders, 30 Assistant Drawtenders, 2 Yard Clerks, Clerical Employee, 62 Motor Equipment Operators and Laborers, 295 Laborers.

Unassigned: 5 First Assistant Drawtenders, Maintenance Mechanic (Machinist Repairman). Overtime, \$95,257.00.

Contractual Services: Telephone, \$125.00; electricity, street lights, \$2,215,700.00; repairs, buildings and structures, electrical repairs, motors, etc., bridges, \$1,845.00; repair of sidewalks and roads, \$17,425.00; highway repairs after excavation, \$50,758.00; guarantee streets, \$12,608.00; roadway repairs for sewer openings, \$1,435.00; repairs to gas lamps, \$2,000.00; repairs to tools and instruments, \$825.00; carfare and mileage for inspectors, \$1,600.00; professional and diver services, \$1,500.00; erection of fences and guardrails, \$2,000.00; miscellaneous contractual services, \$1,400.00.

Supplies and Materials: Coal and oil for bridge buildings, \$2,350.00; lamp supplies, \$4,300.00; miscellaneous supplies, \$72,590.00.

Public Works Department — Continued

4. SANITARY

The Sanitary program of the Public Works Department is concerned with the collection and disposal of solid wastes. Each day approximately 1,000 tons of rubbish and garbage are collected in Boston by Private contractors operating in thirteen collection districts. Cost to the city is about \$8.00 per ton. Of the total, 650 tons of rubbish and garbage is incinerated at the South Bay Avenue Plant; 250 tons of rubbish collected in East Boston is dumped in Saugus. The remainder garbage, is carried to garbage transfer stations at Victory Road, Dorchester and Gardner Street, West Roxbury, for disposal by pig farmers. Collection contractors are directed by a group of thirty inspectors working under three Area Supervisors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
204	\$1,124,799 00	\$2,440,254 00	\$85,822 00	\$7,000 00	\$70,000 00	\$3,727,875 00

Personal Services: Operations — Administrative Section: Division Engineer, Head Administrative Clerk, 4 Clerical Employees.

Collection Section: Principal Civil Engineer, Superintendent of Sanitation, 3 Supervisors of Sanitation, 2 Sanitation Foremen, 37 Sanitation Inspectors, Supervisor of Heavy Motor Equipment Operator, 5 Heavy Motor Equipment Operators and Laborers, 3 Yard Clerks, 4 Motor Equipment Operators and Laborers, 4 Working Foremen Laborers, 24 Laborers.

Disposal Section: Principal Civil Engineer, Superintendent of Incinerator, 3 Supervisors of Incineration, Maintenance Mechanic Foreman (Millwright), Incinerator Electrician, 11 Incinerator Crane Operators, Sanitation Inspector, 3 Working Foremen Incinerator Stokers, 3 Supervisors Heavy Motor Equipment Operators, 3 Maintenance Mechanics (Millwright), 8 Steam Firemen (Incinerator), Principal Clerk, 9 Heavy Motor Equipment Operators and Laborers, 4 Steam Firemen, 24 Incinerator Stokers, Cashier and Weight Clerk, 3 Incinerator Maintenance Men, 2 Working Foremen Laborers (Incinerator), 22 Laborers (Incinerator), 3 Motor Equipment Operators and Laborers, Working Foreman Laborer, 4 Laborers, 2 Watchmen, Storekeeper, Temporary, \$32,000.00. Overtime, \$92,662.00.

Contractual Services: Telephone, \$1,080.00; electricity — power for incinerator, \$22,360.00; removal of garbage and waste, \$2,220,169.00; hire of dumps, \$37,500.00; disposal of garbage, \$26,200.00; disposal of rejected material, \$1,800.00; disposal of abandoned automobiles, \$8,000.00; repairs and maintenance of buildings and structures, electrical, \$500.00; plumbing and heating, \$2,000.00; repairs to machines and equipment of incinerators, \$77,500.00; repairs to machinery and tools, \$600.00; repairs and services, \$10,500.00; carfares and mileage of engineers and inspectors, \$500.00; advertising, \$5,300.00; freight, \$300.00; professional and technical services, \$8,000.00; exterminating, \$1,555.00.

Supplies and Materials: Fuel oil for incinerator, \$18,875.00; building supplies, \$9,500.00; hardware plumbing supplies, \$9,500.00; miscellaneous electrical supplies, \$18,095.00; repair parts non-automotive, \$6,450.00; tools and instruments, \$4,259.00; wearing apparel, \$3,518.00; cover material for Gardner Street Dump, \$22,500.00; miscellaneous, \$1,225.00.

Current Charges and Obligations: Hire of crane, \$7,000.00.

Structures and Improvements: Incinerator alterations, ventilation and improvements, \$70,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
1. Administrative and Engineering	99	\$143,176 00	\$3,934 00	\$16,478 00	\$230 00	—	\$163,818 00
2. Plant and Equipment Maintenance	94	328,270 00	81,507 00	145,537 00	1,146 00	—	556,460 00
3. Highway	692	2,828,128 00	2,309,221 00	79,240 00	—	\$150,000 00	5,366,589 00
4. Sanitary	204	1,124,799 00	2,440,254 00	85,822 00	7,000 00	70,000 00	3,727,875 00
TOTALS	1,089	\$4,424,373 00	\$4,834,916 00	\$327,077 00	\$8,376 00	\$220,000 00	\$9,814,742 00

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division . . .	\$1,843,313 67	\$1,824,617 78	\$1,996,260 28	\$2,245,970 00	\$2,109,750 00	
Registry Division . . .	170,880 65	175,056 89	194,341 00	215,380 00	205,310 00	
Weights and Measures Division	91,860 60	90,017 90	103,007 00	105,407 00	105,280 00	
TOTALS . . .	\$2,106,054 92	\$2,089,692 57	\$2,293,608 28	\$2,566,757 00	\$2,420,340 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$1,764,067 50	\$1,767,869 56	\$1,938,194 28	\$2,126,414 00	\$2,028,499 00	
2—Contractual Services . .	243,789 58	222,160 38	250,660 00	344,980 00	301,005 00	
3—Supplies & Materials .	91,607 55	90,287 24	90,100 00	89,537 00	85,010 00	
4—Current Charges & Oblig's	2,982 27	7,008 57	10,054 00	5,826 00	5,826 00	
5—Equipment	3,608 02	2,366 82	4,600 00	—	—	
TOTALS . . .	\$2,106,054 92	\$2,089,692 57	\$2,293,608 28	\$2,566,757 00	\$2,420,340 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations dealing with public health, and provides direct and indirect services to the population, including disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$1,532,000 00	\$1,532,527 98	\$1,678,367 28	\$1,857,185 00	\$1,765,000 00	
2—Contractual Services . .	227,015 85	204,585 06	230,000 00	311,235 00	270,000 00	
3—Supplies & Materials . .	79,871 35	80,592 51	76,900 00	74,300 00	71,500 00	
4—Current Charges & Oblig's	1,023 15	4,682 12	7,493 00	3,250 00	3,250 00	
5—Equipment	3,403 32	2,230 11	3,500 00	—	—	
TOTALS	\$1,843,313 67	\$1,824,617 78	\$1,996,260 28	\$2,245,970 00	\$2,109,750 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$102,461 00

C — PROGRAMS

SECTION OF GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1962, there were 13,795 permits issued to funeral directors. Approximately 14,418 births to Boston residents were recorded, and 9,386 deaths of Boston residents were reported. The Health Division provided financial assistance in 1963 for hospitalization of 127 premature infants at an approximate cost of \$37,035.03. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
26	\$138,200 00	\$16,300 00	\$5,800 00	\$3,050 00	\$163,350 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Administrative Secretary, Senior Legal Assistant, Personnel Assistant.

General Services Section: Senior Administrative Assistant.

Bureau of Administration: Administrative Assistant, Head Account Clerk, Head Clerk, Principal Clerk and Typist, Senior Account Clerk, 2 Telephone Operators, Clerk.

Garage and Automotive Section: Garage Foreman, Ambulance Service Foreman, Motor Equipment Operator and Laborer.

Bureau of Vital Statistics: Supervisor of Statistical Machine Operators and Vital Statistics, Statistical Analyst, Senior Statistical Machine Operator, 2 Statistical Machine Operators.

Bureau of Health Education: Director of Public Health Education, 3 Public Health Educators, Principal Clerk and Stenographer.

Temporary Employees: \$1,000.00.

Overtime: \$2,200.00.

Contractual Services: Telephone and telegraph services, \$8,700.00; repairs to automotive equipment, \$400.00; repairs to office machines, \$500.00; travel expenses of employees to conferences and seminars, \$1,700.00; reimbursement of employees for carfares and automobile expenses within the State, \$1,000.00; advertising and posting, \$200.00; cleaning of gowns and aprons, \$100.00; freight and express charges, \$25.00; professional and technical services, \$2,700.00; printing and binding, \$975.00.

Supplies and Materials: Gasoline, oil and grease, \$350.00; tires and tubes, \$100.00; miscellaneous automotive supplies, \$50.00; postage, forms, cards, stationery and miscellaneous office supplies, \$5,000.00; general operating supplies, \$150.00; repair parts, non-automotive, \$50.00; educational film and materials, \$100.00.

Current Charges and Obligations: Rental of electronic equipment, \$2,428.00; dues and subscriptions, \$522.00; bonds and insurance, \$100.00.

SECTION OF MEDICAL SERVICES

Coordinates the activities of 3 bureaus, Public Health Nursing, Laboratory Services, and Disease Control and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs. Provides full control for all reportable diseases as required by law. In 1962 there were 4,252 communicable disease cases reported, processed, and followed when necessary. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow-up known cases in order to protect the health of the patient and

the community. There were 378 new cases of tuberculosis discovered, reported, and processed in 1962; 15,463 clinic visits made in 1962 by tuberculosis patients; and in 1962, 13,492 70-mm. films and 16,306 large X-ray plates were taken at health units and clinics.

Performs culture, microscopic and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 48,000 specimens were prepared and examined annually.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools, and in the home. In 1962 there were 45,793 home visits for child hygiene purposes, 154 home visits for communicable disease cases, and 20,798 home visits to tuberculosis families and contacts made by the nurses; 1,558 home visits, 11,603 (1962) school interviews with parents, and 3,846 school interviews with teachers for the correction of defects in school children also were conducted by the nurses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
143	\$634,600 00	\$46,100 00	\$29,125 00	\$709,825 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Director of Medical Services, Institutional Inspection Co-ordinator, Head Clerk and Secretary, Principal Clerk and Typist.
Bureau of Public Health Nursing: Director of Public Health Nurses, 3 Principal Public Health Nurses, Public Health Nutritionist, 13 Supervising Public Health Nurses, 77 Public Health Nurses, 8 Clerical Employees.
Bureau of Disease Control: Senior Public Health Physician, Public Health Investigator, 16 Clerical Employees, Public Health Physician (Roentgenology), Public Health Physician (Tuberculosis), Principal X-ray Technician, Senior X-ray Technician, X-ray Technician.
Bureau of Laboratory Services: Head Bacteriologist, Principal Bacteriologist, Junior Chemist, 3 Senior Bacteriologist, Junior Bacteriologist, 2 Laboratory Assistants, 2 Media Men, Principal Clerk and Typist, Senior Clerk and Typist.
Temporary Employees: \$1,000.00 Overtime, \$2,800.00.

Contractual Services: Telephone services, \$1,900.00; repairs and servicing of office machines, \$100.00; repairs and servicing of X-ray and dental machines, \$700.00; travel expenses, reimbursement of employees for carfares and automobile expenses within the State, \$9,400.00; cleaning gowns and aprons, \$5,000.00; care of patients with communicable diseases, \$1,550.00; morgue services, \$500.00; clinical services for care of TB Cases, \$18,500.00; Consultant, Bacteriology Laboratory, \$1,200.00; printing and binding, \$500.00; Social Service Index, \$150.00; rehabilitation and social services, \$6,600.00.

Supplies and Materials: Laundry, cleaning and custodial supplies and materials, \$800.00; miscellaneous household supplies, \$200.00; medical, dental and hospital supplies and materials, \$18,000.00; postage, cards, forms, stationery, and office supplies, \$7,000.00; general operating supplies, \$2,200.00; repair parts, non-automotive, \$25.00; wearing apparel, \$100.00; miscellaneous laboratory supplies, \$800.00.

3. SECTION OF LOCAL HEALTH SERVICES

Coordinates the activities of 2 bureaus, Child Health and Health Units and Dental Services, and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The 9 George Robert White Fund Health Units provide local headquarters in the various sections of Boston for the Health Division and for the various health, welfare, and social agencies. Maintenance is provided entirely by the Health Division.

Operates the 21 decentralized clinic locations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1962 the pediatricians and public health physicians gave 9,232 inoculations and 2,747 mantoux tests at 33 weekly clinics (well child conferences) and made 11,724 physical examinations. In the local health units exclusive of the well child conferences, 11,162 inoculations and 1,152 mantoux tests were given in addition to 1,139 physical examinations and 4,105 physical examinations given children going to summer camps. In the parochial schools in 1962 the public health physicians gave 17,842 inoculations against diphtheria, tetanus, and poliomyelitis; 639 physical examinations were given at the 4 eye clinics. In addition to the above, 8,871 Salk polio inoculations and 5,339 doses of Sabin oral polio vaccine were administered.

Provides dental education, preventive and therapeutic dental care to children in 23 clinics throughout the city. In 1962 there were 22,645 individuals examined and/or treated at the various dental clinics, with 42,682 fillings and 9,614 extractions made and 12,066 given prophylactic treatment. There were also 2 weekly orthodontic clinics. Total visits to dental clinics were 47,243 in 1962.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
89	\$498,100 00	\$167,550 00	\$31,600 00	\$697,250 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Director of Local Health Services, Head Clerk.
Maintenance of Health Units: Building Maintenance Supervisor, Building Maintenance Foreman, 21 Junior Building Custodians.
Bureau of Child Hygiene and Health Units: 10 Public Health Physicians, 4 Public Health Physicians (part time), Public Health Physician-Ophthalmologist, 8 Clerical Employees.
Bureau of Dental Services: Director of Dental Services, Senior Public Health Dentist, 22 Public Health Dentists, Head Dental Hygienist, 8 Dental Hygienists, 7 Dental Assistants, Principal Clerk and Typist.
Temporary Employees: \$2,400.00. Overtime, \$3,700.00.

Contractual Services: Telephone services, \$2,150.00; electricity, \$11,500.00; gas fuel, \$3,500.00; repairs and maintenance of buildings and structures; carpentry, \$1,500.00; electrical, \$2,500.00; plumbing and steamfitting, \$5,000.00; painting and plastering, \$8,000.00; roof repairs, replacing glass and other miscellaneous repairs, \$6,000.00; repairs and servicing of office machines, \$300.00; repairs and servicing of miscellaneous equipment and accessories, \$1,600.00; reimbursement of employees for carfares and automobile expenses, \$1,500.00; cleaning of gowns and aprons, towel service, \$5,000.00; Board and Care of Patients (premature baby program), \$94,000.00; Well Baby Clinic Program, \$24,800.00; printing and binding, \$200.00.

Supplies and Materials: Fuel oil, \$15,000.00; laundry, cleaning, and custodial supplies, \$1,400.00; miscellaneous household supplies, \$200.00; medical, dental, and hospital supplies and materials, \$11,000.00; postage, cards, forms, stationery and office supplies, \$3,000.00; miscellaneous general operating supplies, \$1,000.00.

Health Division, Health Department — Continued

4. SECTION OF ENVIRONMENTAL SANITATION

Coordinates the activities of the 3 bureaus within the section, Milk and Chemistry, Food, and General Sanitation which provide protective inspections of food supplies, housing, and sanitation and enforcement of public health laws; and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1962 there were 98,732 inspections and 28,471 official calls made; 14,282 notices served; 10,986 nuisances abated; and 1,140 complaints referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including manufacturing establishments and restaurants.

In 1962, 41,772 pounds of meat and poultry were condemned; 83,203 inspections made; 2,899,000 pounds of food condemned; and 18,900 vehicles inspected for a license.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Performs all functions necessary to the issuance of 26 separate types of licenses and maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1962 there were 8,973 licenses or permits issued; 692 visits made to dairies; and 9,540 samples of milk and cream collected for analyses.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 3,063 chemical analyses and 10,748 bacteriological examinations performed on samples in 1962.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
85	\$494,100 00	\$40,050 00	\$4,975 00	\$200 00	\$539,325 00
Personal Services: Performance under this program is divided among the following sections:					
Administrative: Director of Environmental Sanitation, Head Clerk.					
Bureau of Food: Principal Environmental Sanitation Inspector, 10 Environmental Sanitation Inspectors, Principal Clerk and Stenographer.					
Bureau of General Sanitation: 2 Principal Environmental Sanitation Inspectors, 9 Senior Environmental Sanitation Inspectors, 52 Environmental Sanitation Inspectors, Principal Clerk and Typist, Principal Clerk and Stenographer.					
Bureau of Milk and Chemistry: Chief, Bureau of Milk and Chemistry, Milk Inspector, Senior Cashier, Cashier, Principal Clerk and Typist, Senior Clerk and Typist.					
Temporary Employees, \$600.00. Overtime, \$1,300.00.					
Contractual Services: Telephone services, \$2,250.00; repairs and maintenance of equipment, \$400.00; travel expenses outside the state for milk inspections, \$1,200.00; reimbursement of employees for carfares and automobile expenses within the state, \$8,200.00; cleaning gowns etc. \$400.00; services of a constable, \$1,400.00; printing and binding, \$500.00; mosquito control sky spraying, \$1,000.00; cleaning properties which create a health menace, \$250.00; Rodent Control Program, \$24,450.00.					
Supplies and Materials: Laundry, cleaning and custodial supplies, \$400.00; medical supplies, \$1,000.00; postage cards, forms, stationery and office supplies, \$3,000.00; general operating expenses, \$250.00; repair parts, non-automotive, \$25.00; miscellaneous instruments and laboratory supplies, \$300.00.					
Current Charges and Obligations: State assessment for mosquito control, \$200.00.					

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	26	\$138,200 00	\$16,300 00	\$5,800 00	\$3,050 00	\$163,350 00
2. Detection and Control of Communicable Diseases	143	634,600 00	46,100 00	29,125 00	—	709,825 00
3. Operation of Local Health Services	89	498,100 00	167,550 00	31,600 00	—	697,250 00
4. Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	85	494,100 00	40,050 00	4,975 00	200 00	539,325 00
TOTALS	343	\$1,765,000 00	\$270,000 00	\$71,500 00	\$3,250 00	\$2,109,750 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$146,181 70	\$150,454 03	\$164,666 00	\$171,230 00	\$165,500 00	
2—Contractual Services . . .	15,096 70	16,720 28	19,175 00	32,300 00	29,560 00	
3—Supplies & Materials . . .	9,308 55	7,651 87	10,100 00	11,700 00	10,100 00	
4—Current Charges & Oblig's . . .	89 00	94 00	150 00	150 00	150 00	
5—Equipment	204 70	136 71	250 00	—	—	
TOTALS	\$170,880 65	\$175,056 89	\$194,341 00	\$215,380 00	\$205,310 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$109,400 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$19,924 00	\$450 00	\$1,000 00	\$50 00	\$21,424 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Convention travel, \$400.00; advertising and posting, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$50.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes, processes and issues marriage licenses. Records and makes duplicate copies for Secretary of State and out-of-town Clerks. Enforces the law regarding divorce papers. Approximately 6,600 marriage licenses, 6,500 certified copies, and 3,500 abstracts are issued yearly. Records all births within the City. Processes and issues all copies of birth certificates. There are 42,000 certified copies of births and 30,000 abstract copies issued yearly. Processes and issues death certificates. There are 36,000 death certificate copies and 4,000 abstracts issued yearly. Processes all corrections, changes, depositions, legitimizations, etc. in regard to birth, marriage and death records in Boston. Approximately 3,200 of these changes are made annually. Collects all fees for the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
34	\$145,576 00	\$29,110 00	\$9,100 00	\$100 00	\$183,886 00

Personal Services: Performance under this program is divided among the following sections:

Marriage Section: First Assistant City Registrar, 2 Assistant City Registrars, 6 Clerical Employees.

Birth Section: Cashier, 5 Clerical Employees.

Death Section: Principal Clerk, 5 Clerical Employees.

Deposition Section: Head Deposition Clerk, 2 Deposition Clerks.

Vacation Supply: \$2,500.00. Overtime: \$3,000.00.

Contractual Services: Servicing of office equipment, \$150.00; travel expenses, \$10.00; printing, binding of licenses and records, \$7,000.00; micro-filming, \$7,375.00; binding of school index book, \$4,575.00; consolidation of indexes for 5 years, \$10,000.00.

Supplies and Materials: Postage, forms, cards and stationery, \$9,000.00; wrapping paper, cardboard filing boxes, \$100.00.

Current Charges and Obligations: Premium on surety bonds, \$100.00.

Temporary Employees, \$2,500.00. Overtime, \$3,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative	3	\$19,924 00	\$450 00	\$1,000 00	\$50 00	\$21,424 00
2. Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies and Abstracts	34	145,576 00	29,110 00	9,100 00	100 00	183,886 00
TOTALS	37	\$165,500 00	\$29,560 00	\$10,100 00	\$150 00	\$205,310 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, peddler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$85,885 80	\$84,887 55	\$95,161 00	\$97,999 00	\$97,999 00	
2—Contractual Services . . .	1,677 03	885 04	1,485 00	1,445 00	1,445 00	
3—Supplies & Materials . . .	2,427 65	2,042 86	3,100 00	3,537 00	3,410 00	
4—Current Charges & Oblig's	1,870 12	2,232 45	2,411 00	2,426 00	2,426 00	
5—Equipment	—	—	850 00	—	—	
TOTALS	\$91,860 60	\$90,017 90	\$103,007 00	\$105,407 00	\$105,280 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$23,200 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
3 \$19,834 00	\$200 00	\$225 00	\$270 00	\$20,529 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$225.00.

Current Charges and Obligations: 15 surety bonds, \$270.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing or remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of clinical thermometers.

In 1962 there were 10,123 places of business visited at which time there were 41,856 pieces of equipment sealed, 2,193 of which were adjusted, 1,481 pieces of equipment were condemned for repairs, and 163 were tagged, not sealed; 16,272 reweights of fuel, food, and other commodities were made and 22,096 inspections of various types were made.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
15 \$78,165 00	\$1,245 00	\$3,185 00	\$2,156 00	\$84,751 00

Personal Services: 15 Deputy Sealers of Weights and Measures.

Contractual Services: Repairs to automotive equipment, \$1,000.00; replating of working standards, \$100.00; travel expenses, \$15.00; advertising, \$30.00; cleaning, \$25.00; recutting of dies and miscellaneous repairs, \$75.00.

Supplies and Materials: Gasoline for 12 automotive units, \$1,000.00; tires and tubes, \$300.00; anti-freeze, chains, batteries, other automotive supplies, \$300.00; food supplies (for evidence), \$10.00; postage, cards, forms and stationery, \$675.00; replacement of hardware items (paints, brushes), \$100.00; general operating supplies (aluminum, lead and copper seals, steel stamping dies), \$740.00; coveralls, gloves, \$60.00.

Current Charges and Obligations: Business certificates, \$20.00.

D — PROGRAM SUMMARY

Program	Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services . . .	3 \$19,834 00	\$200 00	\$225 00	\$270 00	\$20,529 00
2. Inspecting, Testing, and Sealing of Weighing and Measuring Devices . . .	15 78,165 00	1,245 00	3,185 00	2,156 00	84,751 00
TOTALS	18 \$97,999 00	\$1,445 00	\$3,410 00	\$2,426 00	\$105,280 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions. A summary of the divisional appropriations for the Hospital Division and the Long Island Hospital Division are listed below. Statistics for the Sanatorium Division are listed in the Income Section of the budget.

Title	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
City Hospital . . .	\$14,081,397	49	\$14,472,914	73	\$15,225,794	49	\$18,080,500	00	\$17,297,500	00
Long Island Hospital . . .	2,379,176	02	2,504,501	39	2,628,948	00	3,119,766	00	2,879,675	00
TOTALS . . .	\$16,460,573	51	\$16,977,416	12	\$17,854,742	49	\$21,200,266	00	\$20,177,175	00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
—Personal Services . . .	\$12,508,773	89	\$12,987,678	32	\$13,890,962	49	\$16,127,841	00	\$15,467,000	00
—Contractual Services . . .	639,240	01	756,464	33	651,700	00	1,160,375	00	912,000	00
—Supplies & Materials . . .	3,204,719	49	3,072,540	60	3,139,500	00	3,734,475	00	3,625,600	00
—Current Charges & Oblig's	25,739	68	31,060	63	27,580	00	47,575	00	42,575	00
—Equipment	42,310	56	54,931	58	55,000	00	—	—	—	—
—Structures & Improvements	39,789	88	74,740	66	90,000	00	130,000	00	130,000	00
TOTALS	\$16,460,573	51	\$16,977,416	12	\$17,854,742	49	\$21,200,266	00	\$20,177,175	00

In the pages that follow, the detail applicable to each of the 2 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases, and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of five years. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1, 1963, there have been treated 1,937,907 ward patients and 5,300,116 out-patients (making 19,505,009 visits), which represents a total of 7,238,023 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1962, 33,200 patients were treated in the wards and 29,198 were treated in the Out-Patient Department. These out-patients made 334,313 visits to the hospital for advice and treatment. During the past year 32,333 patients were admitted, and 334,313 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,092.88.

The number of beds at the Main Hospital, Sanatorium, and Long Island, at present is 1,340. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$10,913,686	74	\$11,315,318	04	\$12,148,794	49	\$13,970,000 00	\$13,500,000 00	
2—Contractual Services . . .	475,057	57	576,280	85	476,000	00	937,500 00	720,000 00	
3—Supplies & Materials . . .	2,607,529	28	2,472,574	32	2,511,000	00	3,078,000 00	2,987,500 00	
4—Current Charges & Oblig's	23,939	84	29,490	66	25,000	00	45,000 00	40,000 00	
5—Equipment	38,270	20	41,551	38	35,000	00	—	—	
7—Structures & Improvements	22,913	86	37,699	48	30,000	00	50,000 00	50,000 00	
TOTALS	\$14,081,397	49	\$14,472,914	73	\$15,225,794	49	\$18,080,500 00	\$17,297,500 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$4,500,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared and appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
209	\$1,045,500 00	\$127,940 00	\$15,670 00	\$23,700 00	\$1,212,810 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals and Superintendent of Boston City Hospital, Principal Administrative Assistant, Boston City Hospital, 2 Principal Clerks and Stenographers, 2 Clerical Employees.

Administrative Office: Deputy Superintendent of Medical Services, Deputy Superintendent of Surgical Services, Deputy Superintendent of Finance, Deputy Superintendent of Physical Facilities, Deputy Superintendent of General Services, Deputy Superintendent of Personnel, Deputy Superintendent of Volunteer Service, Head Clerk, Principal Clerk and Stenographer, 2 Principal Clerks, Senior Clerk and Stenographer, Senior Clerk and Typist, Clerk and Typist.

Executive-Admitting Office:

Executive Office: Principal Executive Physician, Head Clerk, 3 Principal Clerks, 2 Senior Clerks and Typists, Clerk and Typist.

Admitting Department: 6 Senior Executive Physicians, Head Clerk, Supervisor, Principal Clerk, 2 Senior Clerks, Clerk and Typist, Male Nurse.

Valuables Office: Supervisor of Patients' Valuables, Principal Clerk, Senior Clerk, 2 Clerks.

Admitting Clerk's Office: Head Clerk, Principal Clerk, 5 Senior Clerks and Typists, 3 Clerks, Clerk (part time).

General Services Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 4 Clerks, Senior Clerk.

Property Inventory: Senior Clerk and Typist.

Stock Record and Purchase Record: Head Clerk, 3 Senior Clerks and Typists, 4 Clerks and Typists.

Payroll Distribution: Principal Clerk, Senior Clerk and Typist.

Invoice Division: Head Clerk, Principal Clerk, 2 Senior Clerks, 2 Clerks.

Requisition Division: Principal Clerk, Senior Clerk.

Personnel Division: Senior Personnel Officer, 2 Personnel Officers, Head Clerk, 3 Principal Clerks, 2 Senior Clerks, 2 Clerks.

Admitting Social Service: Head Social Work Supervisor, 9 Social Workers, 3 Senior Clerks.

Billing Division: Hospital Finance Officer, Principal Clerk, 4 Senior Clerks, 2 Senior Accounting Machine Operators, 8 Clerks.

Cashier's Office: Head Cashier.

Accounting Office: Senior Budget Analyst, Senior Accountant, Accountant, 2 Principal Clerks, 2 Senior Accounting Machine Operators.

Tabulating Office: Supervisor of Statistical Machines, Senior Statistical Machine Operator.

Payroll Office: Head Clerk, 2 Principal Clerks, 3 Senior Clerks, 2 Clerks.

Statistics Office: Head Clerk, Clerk.

Chief Clerk's Office: Head Clerk, Principal Clerk.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, Senior Clerk, 5 Senior Hospital House Workers, 5 Hospital House Workers.

Medical and Surgical Supply Room: Principal Clerk, Senior Clerk, Senior Hospital Medical Worker.

Telephone Office: Chief Telephone Operator, 20 Telephone Operators, Clerk and Typist.

Main Office: Principal Clerk, 3 Clerks.

Information Desk: Head Clerk, 4 Senior Clerks, 12 Clerks.

Religious Services: 5 Chaplains.

Temporary Employees: \$5,000.00.

Overtime: \$15,500.00.

Contractual Services: Telephone service, \$109,000.00; telegraph service, \$6,000.00; repairs and servicing of office machines, \$2,000.00; attendance at conventions, carfares, \$2,040.00; stenographic hearings, \$200.00; public relations, \$7,200.00; freight and express charges, \$200.00; Brinks daily cash deposits, \$552.00; cleaning of draperies and uniforms, \$80.00; miscellaneous, \$668.00.

Supplies and Materials: Medical supplies, \$2,000.00; postage, cards, forms, and stationery, \$12,500.00; photographic equipment and miscellaneous supplies, \$1,170.00.

Current Charges and Obligations: Dues and subscriptions, \$2,000.00; premium on surety bonds, \$350.00; rentals on IBM Machines, \$21,000.00; miscellaneous rentals, \$350.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward maid and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all laboratory and technical services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1,983	\$8,387,500 00	\$96,895 00	\$1,516,576 00	\$14,000 00	\$10,014,971 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administrative Services:

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 9 Principal Medical Stenographers, 22 Clerical Employees, Hospital House Worker.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Psychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 21 Medical Social Workers, Psychiatric Social Worker, 6 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 3 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 4 Assistant Nursing Directors, Nursing Service Assistant, Principal Clerk, 6 Clerical Employees.

School of Nursing: Science Instructor, Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 11 Supervising Nursing Instructors, 5 Nursing Instructors, 4 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing Instructor, Physical Instructor, Librarian, School of Nursing, 225 Boston City Hospital Students (not included in total).

Ward Care: 28 Supervising Nursing Administrators, 56 Head Nurses, 233 Floor Duty Nurses, 53 Floor Duty Nurses (part time), 6 Senior Hospital Medical Workers, 560 Hospital Medical Workers, 31 Clerical Employees.

Operating Room: 3 Supervising Nursing Administrators, 12 Head Nurses, 19 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men, 5 Senior Hospital Medical Workers, 22 Hospital Medical Workers.

Premature Nursery: Supervisor Nurse Administrator, Head Nurse, 11 Floor Duty Nurses, 7 Floor Duty Nurses (part time), 18 Licensed Practical Nurses.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, 2 Associate Directors of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service and Administrative Consultant, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Associate Director, Gynecology and Obstetrics, Director Oral Surgery, 2 Physicians Urology, Physician Pediatric Surgery, Associate, Thoracic Surgery, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, Fellow, Ophthalmology, Fellow, Third Surgical, 18 Chief Residents, 25 Residents, 29 Senior Assistant Residents, 32 Junior Assistant Residents, 22 Internes, 4 Laboratory Technicians, Laboratory Assistant, 2 Senior Medical Workers, 5 Hospital Medical Workers, 3 Clerical Employees, Clerical Employee (part time).

Hospital Department, Boston City Hospital — Continued

Medical Services: Physician, Employee Health Service, 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, 2 Associates, Pediatrics, Director, Diabetes Laboratory, Director, First and Third Medical Service, Physician, School of Nursing, Associate Director, Second and Fourth Medical, Physician, Tuberculosis, 2 Fellows, Fifth and Sixth Medical, 2 Chief Residents, 11 Residents, 33 Senior Assistant Residents, 37 Junior Assistant Residents, 54 Internes, Supervisor of Volunteer Services, Pediatrics, Instructor of Hospital Nursery School Program, 2 Laboratory Technicians, 3 Clerical Employees, 4 Hospital Medical Workers.

Psychiatric Service: Physician, Psychiatric Service, 6 Chief Residents, 2 Clinical Psychologists, Clerical Employee.
Division Alcoholism: 1 Senior Clerk and Stenographer.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, Dental X-Ray Technician, Orthoptic Technician, Laboratory Assistant, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 5 Associates, Anesthesiology, Associate, Anesthesiology Research, 6 Chief Residents, 8 Residents, Chief Nurse Anesthetist, 5 Nurse Anesthetists, Supervising Nursing Administrator, 2 Head Nurses, 3 Floor Duty Nurses, 4 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Research Laboratory Technician, Laboratory Technician, Principal Clerk, Hospital Medical Worker.

Blood Bank: Director of Blood Bank, Senior Research Laboratory Technician, Head Nurse, 3 Floor Nurses, Principal Clerk and Stenographer, Research Laboratory Technician, 3 Laboratory Technicians, 4 Hospital Medical Workers, 2 Clerks (part time), Clerical Employee.

Fenwal Laboratory: Supervising Nursing Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Circulation Laboratory: Director, Circulation Laboratory, Senior Assistant Resident, Surgical Research Nurse, Laboratory Technician.

Department of Inhalation Therapy: Director of Inhalation Therapy, 2 Associates, Inhalation Therapy, Senior Inhalation Equipment Technician, 5 Inhalation Equipment Technicians, Laboratory Technician, Principal Hospital Medical Worker, 2 Clerical Employees, Hospital Medical Worker.

Neurological Unit: EEG Technician, 2 Laboratory Technicians, 2 Clerical Employees.

Rh Laboratory: Director of Rh Laboratory.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, Thorndike, 5 Assistant Physicians, 5 Fellows, Thorndike, 2 Research Laboratory Technicians, 6 Laboratory Technicians, 3 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, Hospital Medical Worker.

EKG Laboratory: Director, EKG Laboratory, Associate, Electrocardiograph Laboratory, Head EKG Technician, EKG Technician, 2 Assistant EKG Technicians, Laboratory Assistant, Hospital Medical Worker, Clerical Employee.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, 4 Associates, Pathology, 3 Chief Residents, 3 Residents, 6 Senior Assistant Residents, 6 Junior Assistant Residents, 3 Internes, 5 Clerical Employees, 3 Hospital Medical Workers, 2 Hospital House Workers.

Bacteriology Laboratory: Associate, Bacteriology, 2 Fellows, Bacteriology, Head Bacteriologist, 2 Principal Bacteriologists, Senior Research Laboratory Technician, Senior Bacteriologist, Junior Bacteriologist, 4 Laboratory Technicians, 5 Laboratory Assistants, Hospital Medical Worker, 3 Clerical Employees.

Ascheim Zondek Laboratory: Laboratory Technician.

Histology Laboratory: 5 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cytology Laboratory: Research Laboratory Technician, 3 Laboratory Technicians.

Hematology Laboratory: Resident, Senior Assistant Resident, 2 Laboratory Assistants.

Mortuary: Mortuary Supervisor, Assistant Mortuary Supervisor, 2 Principal Hospital Medical Workers, 3 Senior Hospital Medical Workers, 5 Hospital Medical Workers.

Biochemical Laboratory: Head Biochemist, Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 7 Laboratory Technicians, 4 Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Supervisor of Physical and Occupational Therapy, Assistant Supervisor of Physical Therapy, Principal Physical Therapist, Senior Physical Therapist, 6 Physical Therapists, Occupational Therapist, Clerical Employee.

Radiology Department: Director, Radiology, 2 Associate Directors, Radiology, 10 Associates, Radiology, 1 Physician, Radiology, 3 Chief Residents, 10 Residents, Head X-Ray Technician, X-Ray and Radium Therapist, 2 Principal X-Ray Technicians, 15 Senior X-Ray Technicians, 2 X-Ray Technicians, 2 Head Nurses, 4 Floor Duty Nurses, Nurse Technician, 12 Clerical Employees, 22 Hospital Medical Workers.

Central Supply: Supervising Nursing Administrator, 2 Floor Duty Nurses, 6 Hospital House Workers, 2 Senior Hospital Medical Workers, 31 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 2 Ambulance Foremen, 29 Ambulance Drivers.

Temporary Employees: \$200,000.00 (estimated cost of Special Nurses, one shift or more) and vacation supply for other employees.

Overtime: \$187,500.00 for the salaries of Nurses and other employees who are willing to work Saturdays or a day beyond the regular 5-day week.

Contractual Services:

Repairs and Servicing of Equipment:

Repairs and servicing of medical and surgical instruments, \$57,000.00.

Travel Expenses: Carfares for social workers and student nurses, \$2,095.00.

Other Contractual Services: Advertising, \$600.00; printing and binding, \$400.00.

Instaff education program for graduate nurses, \$600.00.

Service charge to Red Cross for processing of blood, \$23,000.00.

Freight and express charges, \$200.00.

Microfilming of autopsy and surgical records, \$700.00.

Instructors, \$2,000.00.

Charges for processing Pathology Laboratory film, \$400.00.

Various tests in outside laboratories, \$8,100.00.

Miscellaneous: \$1,800.00.

Supplies and Materials:

Automotive, \$2,500.00.
 Cleaning, Custodial, Household Supplies: \$54,326.00.
 Medical, Dental, and Hospital Supplies: Medicine and drugs, \$530,000.00; bandages, \$165,000.00; X-Ray film and supplies, \$200,000.00; laboratory supplies, \$195,000.00; surgical supplies, \$215,000.00; miscellaneous, \$48,000.00.
 Office Supplies and Materials: Postage, forms, cards, and stationery, \$58,000.00.
 Miscellaneous Supplies and Materials: General operating supplies, \$31,000.00; repair parts and materials, \$7,000.00; tools and instruments, \$5,000.00; miscellaneous supplies, \$5,750.
Current Charges and Obligations: Miscellaneous rentals, \$3,653.00; dues and subscriptions, \$9,000.00; premium on bonds and insurance, \$1,347.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 1,816,492 meals were served in 1963.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
222	\$911,500 00	\$13,300 00	\$847,670 00	\$1,055 00	\$1,773,525 00

Personal Services:**Dietary and Kitchen Services:**

Administrative Commissary Department: Chef, 2 Senior Assistant Chefs, 5 Assistant Chefs, Cashier, 2 Clerical Employees.
 Commissary, Cafeteria, Storeroom, Doctors' Dining Room: Head Hospital Kitchen Worker, 11 Principal Hospital Kitchen Workers, 48 Senior Hospital Kitchen Workers, 133 Hospital Kitchen Workers.

Dietary Department: Head Dietitian, 10 Dietitians, 7 Hospital Kitchen Workers.

Temporary Employees: \$5,000.00.

Overtime: \$6,500.00.

Contractual Services: Repairs to kitchen equipment, \$9,000.00; cleaning and treating kitchen exhaust system, \$4,300.00.

Supplies and Materials:**Food Supplies: (\$780,000.00)**

Meats: Beef, veal, lamb, pork, poultry, \$285,000.00; fish, \$22,500.00; milk and cream, \$137,000.00; butter, oleomargarine, cheese, eggs, \$60,000.00; processed foods, fruits, \$21,000.00; ice cream mix, \$20,000.00; groceries and canned goods, \$156,300.00; tea, tea bags, coffee, cocoa, \$21,000.00; sugar and flour, \$16,000.00; vegetables, frozen and fresh, \$40,000.00; Kosher dinners, \$1,200.00.

Kitchen Supplies:

Dishes, utensils, cutlery, etc., \$20,000.00; baby formula for feeding infants, \$39,000.00.

Office Supplies: \$1,000.00.

Miscellaneous Supplies and Materials: Uniforms, aprons and wearing apparel, \$7,670.00.

Current Charges and Obligations: Licenses, \$1,055.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 46 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' buildings with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 93,000 pieces are finished weekly, including 42,000 sheets, 12,000 body towels, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
567	\$2,026,750 00	\$467,540 00	\$405,440 00	\$1,200 00	\$50,000 00	\$2,950,930 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nursing Administrator, Head Hospital House Worker, Head Clerk.

Linen Room: Principal Clerk, 2 Principal Hospital House Workers, 11 Senior Hospital House Workers, 2 Hospital House Workers.

Ward Buildings: 13 Senior Hospital House Workers, 121 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 9 Hospital House Workers.

Nurses' Homes: Head Nurse, 1 Floor Duty Nurse, 4 Housemothers (Nurse), 2 Senior Hospital House Workers, 31 Hospital House Workers.

Dowling Ward Building: Supervising Nursing Administrator, 2 Head Nurses, 1 Senior Hospital House Worker, 19 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Workers, Gardener's Helper, 45 Hospital House Workers.

Operating Room: 9 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 67 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 69 Hospital Laundry Workers, Hospital House Worker.

Plant and Maintenance Service:

Administration: Plant Superintendent, Principal Clerk, Clerical Employee.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman, Working Foreman Steamfitter, 2 Electricians, Working Foreman Painter, 6 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, Machinist, Sign Painter and Letterer, 8 Painters, 3 Electrician's Helpers, 1 Steamfitter's Helper, 4 Plumber's Helpers.

Hospital Department, Boston City Hospital — Continued

Power Plant: Chief Power Plant Engineer, First-Class Stationary Engineer, 7 Second-Class Stationary Engineers, 6 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.

Security Force: Head Hospital Guard, Principal Hospital Guard, 6 Senior Hospital Guards, 24 Hospital Guards.

Temporary Employees: \$5,000.00.

Overtime: \$21,750.00.

Contractual Services: Electricity, \$140,000.00; gas fuel, \$10,000.00.

Removal and disposal of garbage and waste, \$10,000.00.

Repair and Maintenance of Buildings and Structures: (\$250,000.00).

Contracts for servicing of elevators and dumbwaiters, \$39,500.00; maintenance and repair contracts, \$50,500.00; carpentry, \$45,000.00; electrical, \$35,000.00; plumbing and steamfitting, \$60,000.00; masonry and general repairs, \$20,000.00.

Repair and Servicing of Equipment: \$20,000.00.

Transportation of Persons: Carfares, \$40.00.

Miscellaneous Contractual Services: Advertising, \$650.00; cleaning windows in hospital \$20,500.00; other cleaning, \$1,100.00; freight and express charges, \$450.00; extermination of pests, \$3,650.00; miscellaneous inspections, \$9,860.00; microfilming, \$200.00; miscellaneous \$1,090.00.

Supplies and Materials: Heating supplies, \$215,000.00; cleaning and custodial supplies and materials, \$125,000.00; office supplies, \$2,000.00; general operating supplies, (wearing apparel, tools, power plant supplies, etc.), \$63,440.00.

Current Charges and Obligations: Miscellaneous rentals, \$800.00; dues and subscriptions, \$400.00.

Structures and Improvements: Installations, alterations, and repairs, \$50,000.00.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor, 112,864 treated in 1962. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. This unit also treats in-patients and a portion of its costs is charged to Program 2, Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
275	\$1,128,750 00	\$14,325 00	\$202,144 00	\$45 00	\$1,345,264 00

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nursing Administrator.

Nursing Service: 13 Head Nurses, 19 Floor Duty Nurses, 6 Floor Duty Nurses (part time), Senior Hospital Medical Worker, 16 Hospital Medical Workers.

Laboratory and Technical Service: Director of Immunology, Resident, Junior Bacteriologist, 7 Laboratory Technicians, Research Laboratory Technician, 12 Laboratory Assistants (part time), Dental X-Ray Technician, Head X-Ray Technician, 3 Senior X-Ray Technicians, Hospital House Worker.

Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 17 Clerical Employees, 16 Clerical Employees (part time), 2 Hospital Medical Workers.

*V.D. Clinic Program: 2 Supervising Nursing Administrators, 12 Head Nurses, Laboratory Technician, Clerical Employee, Clerk (part time).

East Boston Relief Station: Executive Physician, Supervising Nursing Administrator, 4 Floor Duty Nurses, Floor Duty Nurse (part time), 4 Ambulance and Medical Aid Men, 3 Hospital House Workers, Clerical Employee.

Fracture Unit:

Medical Staff: 4 Residents, 4 Senior Assistant Residents.

General and Administrative: Supervising Nursing Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 3 Clerical Employees.

Plaster Room: 2 Head Nurses, 6 Floor Duty Nurses, 2 Floor Duty Nurses (part time), 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 8 Hospital Medical Workers.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 2 Hospital Medical Workers.

X-Ray Department: Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, 2 X-Ray Technicians, 5 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 4 Clerical Employees.

Accident Floor, Nursing Service: Supervising Nursing Administrator, 5 Head Nurses, 11 Floor Duty Nurses, 6 Floor Duty Nurses (part time), Male Nurse, 27 Ambulance and Medical Aid Men, 10 Hospital Medical Workers.

Temporary Employees: \$10,000.00.

Overtime: \$18,750.00.

* Position not charged to Hospital Quota, inasmuch as full reimbursement is received from Massachusetts Public Health Department.

Contractual Services: Repairs and servicing of equipment, \$12,000.00; carfares and other travel expenses, \$825.00; X-ray film monitoring, \$251.00; cleaning windows East Boston Relief Station, \$525.00; sprinkler inspection service, \$24.00; tests on patients, \$700.00.

Supplies and Materials: Household supplies, \$674.00; medical, dental and surgical supplies, \$186,000.00; postage, cards, forms, and office supplies, \$6,500.00; miscellaneous supplies and materials, \$8,970.00.

Current Charges and Obligations: Premium on surety bonds, \$45.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
1. Administrative and General Services	209	\$1,045,500 00	\$127,940 00	\$15,670 00	\$23,700 00	—	\$1,212,810 00
2. Professional Care of Patients	1,983	8,387,500 00	96,895 00	1,516,576 00	14,000 00	—	10,014,971 00
3. Dietary Planning, Preparation, and Serv- ing of Meals	222	911,500 00	13,300 00	847,670 00	1,055 00	—	1,773,525 00
4. Maintenance of Household and Property	567	2,026,750 00	467,540 00	405,440 00	1,200 00	\$50,000 00	2,950,930 00
5. Out-Patient and Emergency Service	275	1,128,750 00	14,325 00	202,144 00	45 00	—	1,345,264 00
TOTALS	3,256	\$13,500,000 00	\$720,000 00	\$2,987,500 00	\$40,000 00	\$50,000 00	\$17,297,500 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 24 buildings 5 of which house 700 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census for hospital and dormitory patients is 920.

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$1,595,087	15	\$1,672,360	28	\$1,742,168	00	\$2,157,841	00	\$1,967,000	00
2—Contractual Services . . .	164,182	44	180,183	48	175,700	00	222,875	00	192,000	00
3—Supplies & Materials . . .	597,190	21	599,966	28	628,500	00	656,475	00	638,100	00
4—Current Charges & Oblig's	1,799	84	1,569	97	2,580	00	2,575	00	2,575	00
5—Equipment	4,040	36	13,380	20	20,000	00				
7—Structures & Improvements	16,876	02	37,041	18	60,000	00	80,000	00	80,000	00
TOTALS	\$2,379,176	02	\$2,504,501	39	\$2,628,948	00	\$3,119,766	00	\$2,879,675	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$1,832,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments. Budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted and recreational activities are provided.

Personal Services	Contractual	Supplies	Current	Total
No. Amount	Services	Materials	Charges	
36 \$158,000 00	\$2,900 00	\$2,575 00	\$310 00	\$163,785 00

Personal Services: Performance under this program is divided among the following sections or units:

Administrative: Superintendent, Administrative Assistant, Head Clerk and Secretary.

General Services:

General Service Unit: Head Administrative Clerk, Head Clerk, Senior Cashier, 13 Clerical Employees.

Personnel Unit: Personnel officer, Personnel Assistant, 2 Clerical Employees.

Telephone Unit: 6 Telephone Operators.

Religious Services Unit: Resident Chaplain, Chaplain, Organist (Full Time), Organist (Part Time).

Commissary Unit: Senior Storekeeper, 2 Storekeepers.

Overtime, \$5,000.00.

Contractual Services: Repairs and servicing of office machines, \$700.00; transportation, convention, \$250.00; carfares and reimbursement for use of private automobiles, \$600.00; freight and express charges, \$1,200.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,600.00; religious supplies for chapels, \$975.00.

Current Charges and Obligations: Dues and subscriptions, \$160.00; premiums on surety bonds, \$150.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 218,000 days of care will be given to patients in the hospital wards and about 130,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services	Contractual	Supplies	Current	Total
No. Amount	Services	Materials	Charges	
286 \$1,004,000 00	\$45,450 00	\$126,200 00	\$1,605 00	\$1,177,255 00

Personal Services: Performance under this program is divided among the following sections or units:

General Care Section:

Administrative: Director of Medical Education.

Resident Staff: Resident Physician, 10 Assistant Resident Physicians.

Professional Services:

Pathology Unit: Pathologist, Senior Laboratory Technician, Laboratory Technician, Senior Mortuary Attendant, Laboratory Assistant.

Radiology Unit: Principal X-Ray Technician, Senior X-Ray Technician, Attendant Nurse (Long Island Hospital).

Dental Unit: Dentist (part time), Dental Hygienist.

Podiatry and Refraction: 2 Podiatrists (part time), Refractionist (part time).

Occupational Therapy Unit: Senior Occupational Therapist, 2 Occupational Therapists.

Physical Therapy Unit: Principal Physical Therapist, Senior Physical Therapist, Physical Therapist.

Pharmacy Unit: Inhalation Equipment Technician, Pharmacy Helper.

Medical Library Unit: Medical Record Librarian, Principal Clerk, Senior Clerk and Typist.

Nursing Section:

Administrative Unit: Superintendent of Nurses and Director of Training School for Practical Nurses, Assistant Superintendent of Nurses, Clerk and Typist.

Nursing Care Unit: Night Supervisor of Nurses, 5 Supervisors of Nurses, 30 Head Nurses, 22 Graduate Registered Nurses, Graduate Non-Registered Nurse, 23 Licensed Practical Nurses, Senior Attendant Nurse (Long Island Hospital), 109 Attendant Nurses (Long Island Hospital).

School of Practical Nursing: Teacher of Attendant Nurses, 35 Student Practical Nurses.

Social Service Section:

Administrative Unit: Head Social Work Supervisor.

Intown Admitting Unit: 3 Social Work Supervisors, 3 Social Workers, Principal Clerk and Stenographer, Senior Clerk and Stenographer, Patient Transportation Officer.

Medical-Social Work Unit: Alcoholic Liaison Agent, 3 Medical Social Workers, Senior Attendant Nurse (Long Island Hospital), Patient Transportation Officer, Senior Clerk and Stenographer, Senior Clerk and Typist, Clerk and Stenographer.

Temporary Employees, \$5,000.00. Overtime, \$45,000.00.

Contractual Services: Repairs to mattresses, \$2,300.00; repairs to hospital and dental equipment, \$2,000.00; transportation of patients, \$2,150.00; advertising, \$200.00; certificates for graduates of School of Practical Nursing, \$100.00; cleaning, \$225.00; consulting and visiting staff doctors, \$38,000.00; miscellaneous, \$475.00.

Supplies and Materials: Household supplies (bedding, cleaning supplies, etc.), \$33,500.00; medical, surgical and dental supplies and materials, \$62,100.00; postage, cards, forms and office supplies, \$3,000.00; occupational therapy supplies, \$1,000.00; wearing apparel, \$25,000.00; miscellaneous supplies and materials, \$1,600.00.

Current Charges and Obligations: Dues and subscriptions, \$995.00; licenses, \$50.00; miscellaneous rentals, \$560.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,320,000 meals were served to the patients and employees in 1963.

Personal Services No.	Amount	Supplies Materials	Total
61	\$250,000 00	\$398,400 00	\$648,400 00

Personal Services: Performance under this program is divided among the following sections or units:

Administrative: Steward, Long Island Hospital.

Main Kitchen: 2 Chefs, Long Island Hospital, 3 Principal Hospital Kitchen Workers (Cooks), 7 Senior Hospital Kitchen Workers (Cooks), 7 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 3 Principal Hospital Kitchen Workers (Bakers).

Butcher Shop: Head Hospital Kitchen Worker (Meat Cutter), 2 Principal Hospital Kitchen Workers (Meat Cutters), 2 Senior Hospital Kitchen Workers (Meat Cutters).

Diet Kitchen: Head Dietitian (Long Island Hospital), Senior Hospital Kitchen Worker, 2 Hospital Kitchen Workers.

Ward Kitchens: 10 Hospital Kitchen Workers.

Employees' Cafeterias: Senior Hospital Kitchen Worker (Cook), Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.

Patients' Cafeteria: 2 Senior Hospital Kitchen Workers (Cooks), 5 Hospital Kitchen Workers.

Overtime, \$10,000.00.

Supplies and Materials: Food supplies, \$395,000.00 (dairy products, \$98,000.00; meats, fish and poultry, \$180,000.00; processed foods, \$86,000.00; vegetables and fruits, \$31,000.00). Household supplies and materials, \$3,200.00 (cutlery, \$500.00; kitchen utensils, \$600.00; glassware and dishes, \$2,100.00); office supplies, \$200.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,400 pounds, rough dry, 9,500 pounds, flat work, 25,000 pounds. The sewing room: pieces mended, 800; pieces manufactured, 1,000 (included are towels, clothing, and linen).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
123	\$555,000 00	\$143,650 00	\$110,925 00	\$660 00	\$80,000 00	\$890,235 00

Personal Services: Performance under this program is divided among the following sections or units:

Administrative: Plant Superintendent, Senior Clerk and Typist.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen.

Maintenance Unit: General Foreman Maintenance and Sewage Plant, Long Island Hospital, Electrician Foreman, Plumber Foreman, Maintenance Mechanic Foreman (Machinist), Working Foreman Maintenance Mechanic (Carpenter), Working Foreman Maintenance Mechanic (Painter), Working Foreman Plumber and Steamfitter, Maintenance Mechanic (Plumber), Maintenance Mechanic (Plasterer), 2 Maintenance Mechanics (Carpenter), Motor Equipment Repairman, 3 Maintenance Mechanics (Painter), Supervisor of Inmate Labor, Senior Building Custodian, 6 Maintenance Mechanic Helpers, 7 Motor Equipment Operators and Laborers, Shoe Repairer, Motion Picture Operator (Part Time), 6 Laborers (Hospital), 3 Hospital House Workers.

Long Island Hospital Division, Hospital Department — Continued

Housekeeping Unit: Supervising Housekeeper, Senior Hospital House Worker, 21 Hospital House Workers.

Laundry Unit: Laundry Supervisor, Principal Hospital House Worker (Sewing), 6 Senior Hospital House Workers (Sewing), Principal Hospital Laundry Worker, 5 Senior Hospital Laundry Workers, 15 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 13 Hospital Guards.

Overtime, \$25,000.00.

Contractual Services: Telephone service, \$9,000.00; electricity, \$35,000.00; repairs and maintenance of buildings and structures, \$35,000 (carpentry, \$3,000.00; electrical, \$5,000.00; plumbing and steamfitting, \$5,000.00; painting and plastering, \$12,000.00; roofing, \$4,000.00; fire protection and safety, \$3,000.00; repairing of leaks in tunnels, \$3,000.00); repairs and maintenance of automotive equipment, \$2,500.00; repairs to laundry equipment, \$2,000.00; repairs and servicing of other machinery and tools, \$4,500.00; bus service contract from Fields Corner to Long Island Hospital, \$46,000.00; advertising, \$200.00; blueprinting and duplicating, \$150.00; cleaning of rugs, draperies, etc., \$200.00; contract for washing windows, \$4,500.00; miscellaneous, \$4,600.00.

Supplies and Materials:

Automotive supplies, \$3,000.00; heating supplies, \$72,000.00.

Cleaning, custodial and household supplies, \$14,300.00; office supplies, \$200.00.

Miscellaneous supplies and materials: Hardware and plumbing, \$2,500.00; painting, \$3,000.00; building and construction, \$2,500.00; fire protection, \$1,000.00; tools and instruments, \$1,000.00; power house, \$2,500.00; general operating, \$1,500.00; chapel, \$2,425.00; repair parts, \$1,000.00; miscellaneous, \$4,000.00.

Current Charges and Obligations: Boiler insurance, \$600.00; licenses, \$60.00.

Structures and Improvements: Completion of the replacement of the boilers in the power house, overhead, contingencies, profit and engineering, \$53,000.00; installation of new feedwater system, including deaerating heater, feed pumps, vacuum pumps, tanks, etc., \$27,000.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvement	Total
1. Administrative and General Services	36	\$158,000 00	\$2,900 00	\$2,575 00	\$310 00	—	\$163,785 00
2. Professional Care of Patients	286	1,004,000 00	45,450 00	126,200 00	1,605 00	—	1,177,255 00
3. Dietary Planning, Preparation, and Serving of Meals	61	250,000 00	—	398,400 00	—	—	648,400 00
4. Maintenance of Household and Prop- erty	123	555,000 00	143,650 00	110,925 00	660 00	\$80,000 00	890,235 00
TOTALS	506	\$1,967,000 00	\$192,000 00	\$638,100 00	\$2,575 00	\$80,000 00	\$2,879,675 00

WELFARE DEPARTMENT

1-07-10

The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below:

Title	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
Central Office	\$25,174,043	59	\$25,666,173	43	\$26,705,690	00	\$31,885,293	00	\$28,051,775	00
Temporary Home	63,099	59	63,387	20	70,706	85	80,235	00	73,700	00
TOTALS	\$25,237,143	18	\$25,729,560	63	\$26,776,396	85	\$31,965,528	00	\$28,125,475	00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . .	\$1,897,725	33	\$1,950,893	45	\$1,980,236	85	\$2,386,532	00	\$2,294,500	00
2—Contractual Services . .	109,223	19	108,377	93	120,400	00	241,055	00	150,200	00
3—Supplies & Materials . .	88,431	82	88,495	63	90,210	00	115,825	00	95,725	00
4—Current Charges & Oblig's	23,139,553	47	23,576,638	08	24,580,050	00	29,222,116	00	25,585,050	00
5—Equipment	2,209	37	5,155	54	5,500	00	—	—	—	—
TOTALS	\$25,237,143	18	\$25,729,560	63	\$26,776,396	85	\$31,965,528	00	\$28,125,475	00

In the pages that follow the detail applicable to each of the 2 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance, and aid to the medically indigent.

The department takes care of approximately 27,467 cases of persons or families living at home, which comprise about 43,000 individuals.

A — BUDGET SUMMARY

Group	1961 Expenditures		1962 Expenditures		1963 Appropriations	1964 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,855,880	33	\$1,907,573	29	\$1,933,780 00	\$2,331,932 00	\$2,244,000 00	
2—Contractual Services . . .	106,073	13	105,099	86	116,550 00	235,220 00	146,600 00	
3—Supplies & Materials . . .	71,283	27	72,764	38	70,860 00	96,075 00	76,175 00	
4—Current Charges & Oblig's	23,139,553	47	23,576,619	18	24,580,000 00	29,222,066 00	25,585,000 00	
5—Equipment	1,253	39	4,116	72	4,500 00	—	—	
TOTALS	\$25,174,043	59	\$25,666,173	43	\$26,705,690 00	\$31,885,293 00	\$28,051,775 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964:

Reimbursement from Commonwealth

Old Age assistance	\$4,381,160 00
Medical assistance for the Aged	3,910,000 00
Aid to Dependent Children	5,823,000 00
Disability assistance	2,669,250 00
General relief	406,080 00
Administration	600,000 00
Refunds from recipients and realization of resources	440,000 00
Reimbursements from Cities and Towns	125,000 00

Total estimated departmental revenues for 1964 **\$18,354,490 00**

In addition to the appropriated funds the department will expend \$23,452,900.00. These funds are federal grants in-aid and are made directly to the Welfare Department. The Welfare Department will have an estimated expenditure of \$51,504,675.00 in 1964.

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance programs with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on finance, personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense programs in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
37	\$122,000 00	\$5,175 00	\$3,575 00	\$1,500 00	\$132,250 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Head Clerk Secretary, Principal Clerk.

Personnel Section: Administrative Assistant, Supervisor of In-service Training, Personnel Officer, Principal Social Work Supervisor, Social Worker, 9 Clerical Employees, Telephone Operator.

Research and Statistics: Supervisor Research and Statistics, Head Clerk, Principal Social Work Supervisor, 2 Statistical Machine Operators, 6 Clerk Typists.

Legal Section: Administrative Assistant, 2 Senior Legal Assistants, Legal Assistant, Social Worker, 3 Clerical Employees.

Overtime for emergency reports, \$400.00. Temporary vacation supply, \$600.00.

Contractual Services: Telephone, \$1,500.00; electricity, \$700.00; repairs buildings and structures, \$2,000.00; repairs and servicing automotive and office equipment, \$300.00; carfares, etc., \$400.00; miscellaneous advertising and posting, cleaning, freight and express, \$275.00.

Supplies and Materials: Gasoline, oil, tires, tubes, \$100.00; food supplies, \$25.00; heating supplies, \$300.00; cleaning and custodial supplies, \$400.00; medical supplies, \$50.00; postage and office supplies, \$2,500.00; miscellaneous supplies, \$200.00.

Current Charges and Obligations: Dues and subscriptions, \$300.00; premium surety bonds, \$1,000.00; registration fees seminars, institutes, \$200.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
157	\$386,800 00	\$19,610 00	\$23,550 00	\$72,800 00	\$502,760 00

Personal Services: Performance under this program is divided among the following sections:

Office of Administrative Assistant: Administrative Assistant, Senior Bookkeeper, Clerk.

Finance and Fiscal Section: Principal Accountant, Senior Accountant, Supervisor Statistical Machines, 2 Head Administrative Clerks, Accountant, 4 Head Clerks, Head Statistical Machine Operator, 9 Principal Bookkeepers, 11 Principal Clerks, 2 Principal Clerk-Paymasters, 3 Principal Statistical Machine Operators, 12 Senior Bookkeepers, 18 Senior Clerk Typists, 6 Senior Statistical Machine Operators, 22 Clerk Typists, 9 Statistical Machine Operators.

Records Section: Head Administrative Clerk, 13 Clerical Employees.

Supply and Equipment Section: Supervisor of Supplies, 2 Head Clerks, 8 Clerical Employees.

Maintenance and Custodial Section: Plant Superintendent, Engineer, 8 Senior Building Custodians, 2 Painters, Junior Building Custodian, 2 Head Cleaners, 7 Cleaners, Matron, Clerk Typist.

Vacation supply, \$4,000.00. Overtime, \$2,800.00.

Contractual Services: Telephone, \$7,000.00; electricity, \$8,000.00; repairs buildings and structures, \$3,000.00; repairs and maintenance office machines, \$800.00; miscellaneous, advertising, posting, freight and express, cleaning, \$810.00.

Supplies and Materials: Automotive supplies, \$150.00; heating supplies, \$3,700.00; cleaning, custodial and household supplies, \$1,500.00; postage, office forms, stationery, \$17,000.00; miscellaneous supplies, \$1,200.00.

Current Charges and Obligations: Rental IBM equipment, \$72,800.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston. Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and for non-relief cases. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on medically indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients

Central Office, Welfare Department — Continued

to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients are referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and such related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
609	\$1,735,200 00	\$121,815 00	\$49,050 00	\$25,510,700 00	\$27,416,765 00

Personal Services: Performance under this program is divided among the following sections:

Office of Deputy Director: Deputy Director, Head Social Work Supervisor, Head Administrative Clerk, Social Work Supervisor, Head Clerk, Principal Clerk, Clerical Employee.

Field Services Section: Chief Social Work Supervisor, 2 Principal Social Work Supervisors, Social Work Supervisor, 2 Principal Clerks, Social Worker.

Inquiries and Referral Section: Social Work Supervisor, 2 Social Workers, 2 Clerks.

Insurance Section: Senior Clerk, Social Worker.

Real Estate Section: Legal Assistant, Social Work Supervisor, Social Worker, 2 Clerical Employees.

Bank Clearance Section: Senior Clerk, Clerk and Typist.

Employment Services Section: Head Employment Registrar, Principal Clerk.

Homeless Men's Services Section: 2 Social Workers, Senior Clerk.

Child Welfare and Trust Fund Section: Social Work Supervisor, 2 Social Workers, Clerk and Typist.

Burial Section: Principal Clerk, Clerk and Typist.

Medical Social Services Section: Supervisor of Medical Social Work, Social Work Supervisor, 6 Social Workers, 3 Principal Clerks, 2 Clerks and Typists.

Settlement Section: 2 Head Social Work Supervisors, 2 Social Work Supervisors, 22 Social Workers, Head Clerk, 5 Principal Clerks, 7 Senior Clerks and Typists, 9 Clerks and Typists.

Institutions and Nursing Homes Section: Head Social Worker, 2 Principal Social Work Supervisors, 6 Social Work Supervisors, 34 Social Workers, Head Clerk, 2 Principal Clerks, 20 Clerical Employees.

Church Street Section: Head Social Work Supervisor, 3 Principal Social Work Supervisors, 7 Social Work Supervisors, 37 Social Workers, Telephone Operator, 25 Clerical Employees.

East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 30 Social Workers, Telephone Operator, 18 Clerical Employees.

Grove Hall Section: Head Social Work Supervisor, 3 Principal Social Work Supervisors, 13 Social Work Supervisors, 69 Social Workers, Telephone Operator, 31 Clerical Employees.

Hancock Street Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 9 Social Work Supervisors, 54 Social Workers, Telephone Operator, 26 Clerical Employees.

Roxbury Crossing Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 9 Social Work Supervisors, 60 Social Workers, 2 Telephone Operators, 29 Clerical Employees.

Temporary, \$5,400.00. Overtime, \$800.00.

Contractual Services: Telephone, \$26,500.00; electricity, \$8,800.00; Property Division for heat Roxbury unit, \$1,500.00; repairs and maintenance of buildings, \$12,000.00; repairs and servicing of office machines and equipment, \$1,000.00; transportation, carfares, social workers, \$7,100.00; welfare recipients, \$3,000.00; lodgings for wayfarers, \$12,000.00; meals for wayfarers, \$5,000.00; board and care of persons, \$28,915.00; professional, medical, and technical services, \$5,040.00; Social Service Index, \$8,000.00; appraisal services, \$360.00; miscellaneous, \$2,600.00.

Supplies and Materials: Automotive supplies, \$150.00; heating supplies, \$6,000.00; household and custodial, \$1,600.00; postage, \$25,500.00; stationery and office forms, \$15,000.00; miscellaneous, \$800.00.

Current Charges and Obligations:

	Requested	Allowed
Old Age Assistance:		
Relief grants:		
Direct assistance	\$10,761,600 00	
Indirect assistance (Medical Care)	2,973,600 00	
	<hr/>	
11,800 cases at \$97.00 per month (\$1,144,600.00)	\$13,735,200 00	
Burials	20,000 00	
Payments to cities and towns	150,000 00	
	<hr/>	
	\$13,905,200 00	
Less:		
Federal grants, 11,800 cases at \$54.00 per month (\$637,200.00)	7,646,400 00	
	<hr/>	
	\$6,258,800 00	
Old Age Assistance	\$6,258,800 00	\$5,600,000 00

			Requested	Allowed
Aid to Dependent Children:				
Relief grants:				
Direct assistance			\$15,636,240 00	
Indirect assistance (medical care)			1,828,800 00	
7,620 cases at \$191.00 per month (\$1,455,420.00)			\$17,465,040 00	
Burials			5,000 00	
			\$17,470,040 00	
Less:				
Federal grants, 7,620 cases (27,000 individuals) at \$20.50 per month per individual (\$553,500.00)			6,642,000 00	
			\$10,828,040 00	
Aid to Dependent Children			\$10,828,040 00	\$8,910,000 00
Disability Assistance:				
Relief grants:				
Direct assistance			\$2,964,000 00	
Indirect assistance (medical care)			3,003,000 00	
3,250 cases at \$153.00 per month (\$497,250.00)			\$5,967,000 00	
Burials			10,000 00	
			\$5,977,000 00	
Less:				
Federal grants, 3,250 cases at \$46.50 per month (\$151,125.00)			1,813,500 00	
			\$4,163,500 00	
Disability Assistance			\$4,163,500 00	\$3,600,000 00
General Relief:				
Direct assistance			\$1,764,000 00	
Indirect assistance (medical care)			176,400 00	
2,100 cases at \$77.00 per case			\$1,940,400 00	
Burials			15,000 00	
Payments to cities and towns			75,000 00	
			\$2,030,400 00	
General Relief			\$2,030,400 00	\$1,900,000 00
Medical Assistance for the Aged:				
Institutionalized Cases:				
Direct Assistance			\$252,000 00	
Indirect Assistance (Medical Care)			10,260,000 00	
3,800 cases at \$230.50 per month (\$876,000.00)			\$10,512,000 00	
Non-Institutionalized Cases:				
Indirect Assistance (medical care)				
900 cases at \$85.00 per month (\$76,500.00)			918,000 00	
			\$11,430,000 00	
Burials			25,000 00	
			\$11,455,000 00	
Less:				
Federal grants 50% of Indirect Assistance			5,589,000 00	
			\$5,866,000 00	
Medical Assistance for the Aged			\$5,866,000 00	\$5,500,000 00
Total Relief Items				
Dues and subscriptions				\$25,510,000 00
Rental of IBM equipment				1,000 00
				74,000 00
				\$25,585,000 00

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	37	\$122,000 00	\$5,175 00	\$3,575 00	\$1,500 00	\$132,250 00
Supervision and Direction of Business Operations	157	386,800 00	19,610 00	23,550 00	72,800 00	502,760 00
Determination of Eligibility of Applicants for Relief	609	1,735,200 00	121,815 00	49,050 00	25,510,700 00	27,416,765 00
TOTALS	803	\$2,244,000 00	\$146,600 00	\$76,175 00	\$25,585,000 00	\$28,051,775 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 49 adult beds and 20 cribs. The home provides shelter for a yearly average of 2,100 persons and serves an average of 54,000 meals.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$41,845 00	\$43,320 16	\$46,456 85	\$54,600 00	\$50,500 00	
2—Contractual Services . .	3,150 06	3,278 07	3,850 00	5,835 00	3,600 00	
3—Supplies & Materials . .	17,148 55	15,731 25	19,350 00	19,750 00	19,550 00	
4—Current Charges & Oblig's	—	18 90	50 00	50 00	50 00	
5—Equipment	955 98	1,038 82	1,000 00	—	—	
TOTALS	\$63,099 59	\$63,387 20	\$70,706 85	\$80,235 00	\$73,700 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$50,500 00	\$3,600 00	\$19,550 00	\$50 00	\$73,700 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$700.00.

Contractual Services: Telephone service, \$600.00; gas for fuel, \$500.00; repairs, electrical, \$100.00; plumbing, \$100.00; carpentry, \$200.00; miscellaneous repairs, \$100.00; repair and servicing equipment, \$100.00; transportation, \$300.00; laundry, \$900.00; exterminating services, \$200.00; emergency calls for doctors, \$300.00; miscellaneous, \$200.00.

Supplies and Materials: Food, \$15,000.00; household supplies, \$2,000.00; medical supplies, \$600.00; office supplies and postage, \$50.00; Christmas decorations, \$200.00; wearing apparel, \$1,600.00; miscellaneous building supplies and materials, \$100.00.

Current Charges and Obligations: Newspapers and periodicals, \$50.00.

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$2,225,757 05	\$2,403,686 31	\$2,664,526 00	\$3,102,257 00	\$2,790,273 00	
Veterans' Graves Registration	33,813 06	38,851 43	42,190 00	47,826 00	47,681 06	
TOTALS	\$2,259,570 11	\$2,442,537 74	\$2,706,716 00	\$3,150,083 00	\$2,837,954 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$328,489 52	\$337,551 41	\$359,515 00	\$397,213 00	\$386,336 00	
—Contractual Services . .	34,950 11	35,334 54	38,855 00	43,644 00	43,444 00	
—Supplies & Materials . .	5,785 33	6,997 37	7,625 00	8,952 00	7,900 00	
—Current Charges & Oblig's	1,889,056 66	2,062,501 78	2,300,306 00	2,700,274 00	2,400,274 00	
—Equipment	1,288 49	152 64	415 00	—	—	
TOTALS	\$2,259,570 11	\$2,442,537 74	\$2,706,716 00	\$3,150,083 00	\$2,837,954 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through payments from funds specifically provided for this purpose. It also provides assistance in procuring medical care, hospitalization, vocational and educational opportunities, employment and re-employment, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$319,049 82	\$323,456 22	\$344,535 00	\$381,417 00	\$370,540 00	
2—Contractual Services . . .	11,555 15	11,187 30	12,245 00	12,489 00	12,434 00	
3—Supplies & Materials . . .	5,466 61	6,388 37	7,025 00	8,077 00	7,025 00	
4—Current Charges & Oblg's	1,889,056 66	2,062,501 78	2,300,306 00	2,700,274 00	2,400,274 00	
5—Equipment	628 81	152 64	415 00	—	—	
TOTALS	\$2,225,757 05	\$2,403,686 31	\$2,664,526 00	\$3,102,257 00	\$2,790,273 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$1,264,252 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control of expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$50,540 00	\$1,210 00	\$1,325 00	\$68 00	\$53,143 00

Personal Services: Commissioner, Physician General, Administrative Assistant, Assistant Commissioner, 4 Clerical Employees. Overtime, \$500.00.

Contractual Services: Telephone service, \$835.00; travel expense, \$200.00; cleaning, \$50.00; repairs office equipment, \$125.00.

Supplies and Materials: Medical, dental, hospital supplies, \$25.00; postage, forms, cards and stationery, \$1,300.00.

Current Charges and Obligations: Dues and subscriptions, \$68.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents, and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 5,300 applications for direct relief, 908 for medical examinations and 356 for consultations; and approximately 2,700 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division of department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 4,700 applications a year and refers 400 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 32,458 hospital admissions and prepares 7,300 applications and 7,300 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education, job training, G.I. loans, compensation and pension plans, insurance matters, housing, review of discharge and allotment papers. A medical service is operated for physical examinations. Requests for advice and counsel approximate a yearly average for employment, 680; housing, 700; general counseling, 950; and medical service, 380.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
62 \$298,000 00	\$10,705 00	\$3,800 00	\$312,505 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 4 Supervisors, 21 Investigators, Social Worker, 10 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 6 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, 4 Clerical Employees.

Contractual Services: Communications, \$3,285.00; repair of office equipment, \$50.00; transportation of persons, \$7,200.00; cleaning of towels, \$170.00.

Supplies and Materials: Office supplies, postage, \$3,800.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 50,000 checks are issued annually and 8,100 emergency cash payments are made.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
5 \$22,000 00	\$519 00	\$1,900 00	\$206 00	\$24,625 00

Personal Services: Head Account Clerk, 4 Clerical Employees.

Contractual Services: Telephone service, \$380.00; repairs office machines, \$125.00; towel service, \$14.00.

Supplies and Materials: Postage, forms, cards, stationery, \$1,900.00.

Current Charges: Premiums, surety bonds, \$206.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
— —	—	—	\$2,400,000 00	\$2,400,000 00

Current Charges: Veterans' benefits and burials.

D — SUMMARY

Program	Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	8 \$50,540 00	\$1,210 00	\$1,325 00	\$68 00	\$53,143 00
Determination of Eligibility of Applicants for Relief	62 298,000 00	10,705 00	3,800 00	—	312,505 00
Disbursement of Relief	5 22,000 00	519 00	1,900 00	206 00	24,625 00
Payments to or for Veterans and Dependents	— —	—	—	2,400,000 00	2,400,000 00
TOTALS	75 \$370,540 00	\$12,434 00	\$7,025 00	\$2,400,274 00	\$2,790,273 00

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves of honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,439 70	\$14,095 19	\$14,980 00	\$15,796 00	\$15,796 00	
2—Contractual Services . . .	23,394 96	24,147 24	26,610 00	31,155 00	31,010 00	
3—Supplies & Materials . . .	318 72	609 00	600 00	875 00	875 00	
5—Equipment	659 68	—	—	—	—	
TOTALS	\$33,813 06	\$38,851 43	\$42,190 00	\$47,826 00	\$47,681 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$15,796 00	\$31,010 00	\$875 00	\$47,681 00

Personal Services: Supervisor, 2 Clerks. Overtime, \$600.00.

Contractual Services: Telephone, \$500.00; replacing bronze plates on War Memorials, \$250.00; transportation of persons, \$400.00; advertising, \$100.00; towel service, \$10.00; freight and express, \$650.00; printing and binding, \$100.00; decoration of graves, Memorial Day, May 30, \$29,000.

Supplies and Materials: Postage, \$75.00; forms, cards, and stationery, \$600.00; flags for decoration of veterans' graves, \$200.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, 26 branch libraries, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1963 the annual circulation was 3,700,000 volumes for home reading.

A — BUDGET SUMMARY

Group	1961		1962		1963		1964 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$2,873,389	28	\$2,892,731	99	\$2,912,000	00	\$3,157,227	\$3,095,000	00
—Contractual Services . . .	244,046	72	252,287	68	202,573	00	312,950	239,700	00
—Supplies & Materials . . .	282,066	07	283,407	36	280,040	00	442,925	367,625	00
—Current Charges & Oblig's . . .	73,890	56	75,302	32	67,994	00	81,780	78,780	00
—Equipment	44,014	76	46,535	73	50,000	00	—	—	
TOTALS	\$3,517,407	39	\$3,550,265	08	\$3,512,607	00	\$3,994,882	\$3,781,105	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$97,600 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program, including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained, and the information desk and switchboard in the Central Library are staffed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
27	\$189,125 00	\$12,695 00	\$4,725 00	\$390 00	\$206,935 00

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant Director, Assistant to the Director and Secretary of the Trustees, Assistant to the Director for Library Matters, and 3 Assistants.

Personnel Office: Assistant Director, 5 Assistants.

Records, Files and Statistics: Chief, 2 Assistants.

Information Office: Assistant Director, Chief, 6 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$8,125.00.

Overtime: Compensation for services in excess of regular working hours, \$1,000.00.

Contractual Services: Telephone services, \$1,800.00; light, heat and power, \$4,400.00; servicing of office equipment, \$400.00; travel expenses and attendance at conventions, \$400.00; blueprinting and duplicating, \$500.00; cleaning, \$1,700.00; freight and express charges, \$20.00; annual audit of trust funds, \$975.00; repair of building, \$2,500.00.

Supplies and Materials: Custodial supplies, \$400.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$2,300.00; miscellaneous, \$2,000.00.

Current Charges and Obligations: Rental of post office box, \$30.00; rental of postage meter, \$160.00; premium on surety bonds, \$200.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 26 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 748,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 66,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 596,000 books and other items on the shelves of the branch libraries for issue to borrowers.

Library Department—Continued

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 150,000 books.

The Audio-Visual Department and branch libraries maintain approximately 10,000 recordings and 1,277 films. In 1963, 49,269 recordings were issued to borrowers, and there were 12,491 showings of films to audiences of 550,305.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Registration of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 188,000 borrowers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
259	\$1,534,500 00	\$110,765 00	\$324,450 00	\$44,255 00	\$2,013,970 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Adult Librarian, Special Assistant, 5 Assistants, 3 Building Custodians.

Open Shelf Department: Chief, 3 Readers' Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 12 Assistant Librarians, 26 Branch Librarians, 10 Adults' Librarians, 19 Children's Librarians, 2 Young Adults' Librarians, 5 Adults' Assistant Librarians, 86 Assistants, 14 Senior Building Custodians, 1 Cleaner.

Bookmobiles: Bookmobile Librarian, 2 Adults' Librarians, 11 Assistants.

Audio-Visual Department: Chief, 7 Assistants.

Hospital Library Service: Hospital Librarian, 1 Assistant.

Book Selection Department: Chief, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 4 Assistants, Cataloger and Classifier.

Central Charging Records: Chief, 17 Assistants.

Central Book Stack for Home Reading and Community Services:

Branch Issue: Chief, Adults' Librarian, 6 Assistants.

Temporary employment of extra assistants and storytellers on part-time basis, \$146,500.00.

Overtime: For services in excess of regular working hours, \$18,000.00.

Contractual Services: Telephone service, \$7,700.00; light, heat, and power, \$41,600.00; general repairs, \$8,000.00; servicing of equipment, \$2,000.00; travel expenses, \$2,500.00; advertising and posting, \$25.00; blueprinting and duplicating, \$200.00; cleaning, \$9,000.00; freight and express charges, \$90.00; printing and binding, \$300.00; recording and judicial, \$1,500.00; garaging and maintenance of 3 bookmobiles, \$37,500.00; miscellaneous, \$350.00.

Supplies and Materials: Heating supplies, \$15,000.00; laundry, cleaning, and custodial supplies, \$4,600.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$16,600.00; books, \$241,000.00; films, \$20,000.00; recordings, \$10,000.00; miscellaneous supplies and materials, \$17,225.00.

Current Charges and Obligations: Rental of 2 auto trucks, \$20,500.00; branch library rents, \$12,555.00; periodical and newspaper subscriptions, \$11,000.00; insurance premiums, \$200.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collection of this division number approximately 1,500,000, constituting about two thirds of the total book holdings of the library.

The departments under this program provide reference and bibliographical service in their respective fields.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
153	\$843,000 00	\$49,440 00	\$16,975 00	\$30,345 00	\$939,760 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, 6 Assistants.

Book Selection Department: Chief, Assistant.

Book Stack Service: Assistant-in-Charge, 36 Assistants.

Cataloging and Classification Department: Chief, 2 Catalogers and Classifiers, 3 Catalogers, Classifier, 23 Assistants.

Fine Arts Department: Curator of Fine Arts, Reference Librarian, 6 Assistants.

General Reference Department: Chief and Curator of Public Catalog, Reference Librarian, 9 Assistants.

History Department: Coordinator of the Humanities and Curator of History, 4 Assistants.

Maps Department: Curator of Maps.

Music Department: Curator, 3 Assistants.

Kirstein Business Branch: Business Branch Librarian, 2 Reference Librarians, 7 Assistants, Senior Building Custodian.

Library Department — Continued

Periodical and Newspaper Department: Coordinator of General Reference Services and Curator of Periodicals and Newspapers, Reference Librarian, 7 Assistants.

Print Department: Curator, 2 Assistants.

Rare Book Department: Keeper of Rare Books, Reference Librarian, 3 Assistants.

Science and Technology Department: Curator of Engineering Sciences, 7 Assistants.

Social Sciences Department: Coordinator of the Social Sciences and Curator of the Social Sciences.

Government Documents Department: Curator of Government Documents, Reference Librarian, 4 Assistants.

Education Department: Curator of Education, Reference Librarian, 3 Assistants.

Temporary Employment: Extra Assistants, \$42,000.00.

Overtime: For services in excess of regular working hours, \$16,000.00.

Contractual Services: Telephone service, \$5,000.00; light, heat, and power, \$20,000.00; general repairs, \$15,000.00; servicing of equipment, \$1,400.00; travel expenses, \$100.00; advertising and posting, \$25.00; blueprinting and duplicating, \$250.00; cleaning, \$6,900.00; freight and express charges, \$90.00; recording and judicial, \$300.00; printing, \$200.00; technical services, \$175.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies, \$1,000.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$11,600.00; general operating supplies and materials, \$4,350.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$21,000.00; rental New England Deposit Library, \$9,145.00; insurance premiums, \$200.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothecal nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use, including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; it receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
108	\$528,375 00	\$66,800 00	\$21,475 00	\$3,790 00	\$620,440 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Deputy Assistant to the Director, Assistant to the Division Head, 4 Assistants.

Accounting Department: Principal Accountant, 2 Accountants, 4 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Assistant, 11 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 6 Assistants.

Binding Department: Chief Bindery Foreman, 2 Finishers, 6 Forwarders, Working Forelady of Bindery Sewers, 8 Sewers, Apprentice Book-binder.

Shipping and Receiving and Stock Supplies Section: 7 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, Assistant Superintendent of Library Buildings, 2 Working Foremen, Head Electrician, 13 Mechanics, 27 Custodial Workers, Clerical Employee, Inspector.

Temporary Employees: Employment of Temporary Help, \$375.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$18,000.00.

Contractual Services: Telephone service, \$4,000.00; heat, light, and power, \$14,000.00; repairs and maintenance of library buildings, \$9,500.00; maintenance of equipment, \$1,200.00; travel expenses, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$50.00; cleaning, \$5,400.00; freight and express charges, \$100.00; watchman service, \$30,000.00; miscellaneous contractual services, \$1,500.00.

Supplies and Materials: Gas and oil for the snowplow, \$25.00; laundry, cleaning, and custodial supplies, \$3,000.00; medical supplies, \$25.00; postage, cards, forms, and stationery, \$5,000.00; miscellaneous supplies and materials, \$13,425.00.

Current Charges and Obligations: Rental of equipment, \$1,620.00; insurance, \$200.00; work uniforms, \$1,970.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	27	\$189,125 00	\$12,695 00	\$4,725 00	\$390 00	\$206,935 00
2. Circulation of Books and Library Ma- terials	259	1,534,500 00	110,765 00	324,450 00	44,255 00	2,013,970 00
3. Reference and Research Services	153	843,000 00	49,440 00	16,975 00	30,345 00	939,760 00
4. Business Operation and Building Main- tenance	108	528,375 00	66,800 00	21,475 00	3,790 00	620,440 00
TOTALS	547	\$3,095,000 00	\$239,700 00	\$367,625 00	\$78,780 00	\$3,781,105 00

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for the care, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries.

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,702.71 acres of parks, playgrounds, and squares; 27.09 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 122 playgrounds, 45 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, 1 of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 60 other buildings including shops, field houses, etc.; and 19 cemeteries, 3 with office buildings and 9 other maintenance buildings.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		
				Requested by Department	Recommended by Mayor	Approved
1—Personal Services . . .	\$2,634,003 55	\$2,655,968 53	\$2,938,300 34	\$3,150,031 00	\$3,048,800 00	
2—Contractual Services . . .	235,056 91	248,948 53	225,900 00	257,303 00	235,000 00	
3—Supplies & Materials . . .	230,398 26	252,763 31	240,800 00	266,000 00	253,000 00	
4—Current Charges & Oblig's . . .	8,049 90	8,563 52	11,955 00	10,055 00	10,030 00	
5—Equipment	3,047 80	4,399 31	44,250 00	—	—	
7—Structures & Improvements . . .	22,164 37	39,392 00	25,000 00	205,500 00	87,000 00	
8—Land & Nonstructural Improvements to Land . . .	185,034 65	85,036 35	185,000 00	233,000 00	116,000 00	
TOTALS	\$3,317,755 44	\$3,295,071 55	\$3,671,205 34	\$4,121,889 00	\$3,749,830 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$117,364 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payrolls, requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Total
19 \$110,100 00	\$12,475 00	\$3,690 00	\$6,850 00	\$133,115 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Commissioner of Parks and Recreation.

Administrative Services Section: Executive Secretary, Senior Personnel Officer, Personnel Officer, Accountant, Head Account Clerk, Head Clerk, Personnel Assistant, Principal Clerk and Stenographer, Principal Clerk and Typist, Parks Cash Collector, 2 Telephone Operators, Junior Building Custodian, Laborer, Matron, 3 Clerical Employees.

Overtime: \$4,500.00.

Contractual Services: Telephone service, \$3,000.00; messenger service, \$1,000.00; electricity, \$2,000.00; gas fuel, \$1,000.00; repairs and maintenance of buildings, \$2,000.00; repairs and servicing of office machines, \$300.00; attendance at conferences, carfares, travel expenses, \$2,750.00; cleaning services, \$200.00; freight and express charges, \$25.00; printing and binding, \$200.00.

Supplies and Materials: Food supplies, \$300.00; cleaning and custodial supplies, \$190.00; postage, cards, forms, and stationery, \$2,700.00; miscellaneous operating supplies, \$500.00.

Current Charges and Obligations: Rental of Parkman House, \$6,000.00; premiums on surety bonds and insurance, \$550.00; dues and subscriptions, \$279.00; rental of Western Union Clock, \$21.00.

Parks and Recreation Department — Continued

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specifications of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of plant and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
13	\$102,560 00	\$3,100 00	\$300 00	\$105,960 00

Personal Services: Chief Engineer, Principal Civil Engineer, 3 Senior Civil Engineers, Assistant Civil Engineer, 2 General Construction Inspectors, Head Clerk, 2 Building Maintenance Supervisors, Senior Engineering Aid, Principal Clerk and Stenographer. Overtime: \$3,000.00.

Contractual Services: Repairs to office machines, \$100.00; advertising and posting, \$800.00; blueprinting and duplicating services, \$1,200.00; appraisal and architectural services, \$1,000.00.

Supplies and Materials: Postage, cards, forms, and office supplies, \$300.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Land and Improvements	Total
215	\$1,025,560 00	\$114,575 00	\$94,950 00	\$180 00	\$32,500 00	\$66,000 00	\$1,333,765 00

Personal Services: General Superintendent of Park Maintenance, 6 General Maintenance Mechanic Foremen, Maintenance Mechanic Foreman (Painter), Supervising Stadium Custodian, 8 Park Maintenance Foremen, Working Foreman Maintenance Mechanic (Carpenter), Working Foreman Maintenance Mechanic (Mason), Sign Painter and Letterer, 29 Maintenance Mechanics, Electrician, Yard Clerk, 5 Maintenance Mechanics (Helpers), 44 Park Keepers, 78 Laborers, 37 Matrons. Overtime: \$34,000.00.

Contractual Services: Telephone service, \$3,000.00; electricity, \$14,800.00; gas fuel, \$7,200.00; repairs and maintenance of park buildings and structures, \$67,000.00 (carpentry, \$4,600.00, electrical, \$6,000.00, plumbing and steamfitting, \$11,300.00, repairs to granolithic walks, \$3,800.00, painting, \$9,000.00, roofing, \$4,500.00, repairs and maintenance of chain link fences, \$15,000.00, maintenance of Commonwealth Avenue underpass as per agreement with MTA, \$350.00, welding, \$9,000.00, miscellaneous repairs, \$3,450.00); repairs of shop equipment, machinery and tools, \$2,300.00; carfares and travel expenses for employees, \$1,600.00; maintenance of convenience station on Boston Common, \$10,941.00; maintaining existing flagpoles, \$2,500.00; loaming, grading and reconditioning parks and playgrounds, \$4,000.00; miscellaneous, \$1,234.00.

Supplies and Materials: Heating supplies (coal, oil, kerosene), \$21,000.00; cleaning and custodial supplies, \$2,450.00; first-aid supplies, \$200.00; construction supplies (lumber, cement, glass, paints, plumbing supplies, etc.), \$27,200.00; general operating supplies (rope, oil, gas, etc.), \$10,500.00; repair parts, non-automotive, \$5,100.00; tools, \$4,000.00; wearing apparel, \$200.00; public works supplies (cinders, concrete, etc.), \$3,500.00; agricultural supplies (loam, grass seed, sprays, fertilizer, etc.), \$19,500.00; miscellaneous supplies, \$1,300.00.

Current Charges and Obligations: Storage of playground equipment, \$180.00.

Structures and Improvements							\$32,500 00
New heating boilers for 6 playground field houses	\$12,000 00	
Repairs to playground buildings (roofing, electrical and plumbing)	6,000 00	
Repairs to park benches	5,500 00	
Repairs to roadways	9,000 00	
Land and Non-Structural Improvements to Land							\$66,000 00
Development of various playgrounds (tennis courts, ball fields, children's play areas)	\$48,500 00	
Replacing flagstone at Fens War Memorial	2,500 00	
Roadway repairs, Arnold Arboretum	15,000 00	

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 47 trucks, 14 passenger cars, 24 tractors, 6 jeeps, 6 trailers, 1 roadway sweeper, 1 servi-skylift, 1 combination crane, 2 bucket loaders, 4 steam rollers, 1 roto-mist sprayer, 1 cement mixer, and 2 compressors. In addition, this division operates a lubritorium where approximately 80 vehicles a month are serviced regularly. Also maintenance and repair of snow removal equipment; operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
54	\$268,600 00	\$16,100 00	\$34,400 00	\$2,000 00	\$321,100 00

Personal Services: Supervisor of Automotive Service and Safety, 2 Special Heavy Motor Equipment Operators, 21 Heavy Motor Equipment Operators and Laborers, 3 Motor Equipment Repairmen, Motor Equipment Operator, 22 Motor Equipment Operators and Laborers, Motor Equipment Maintenance Man, 3 Garage Attendants. Overtime: \$8,500.00.

Contractual Services: Repairs covering 109 pieces of automotive equipment, \$16,000.00; extermination of vermin, \$100.00.

Supplies and Materials: Gas, oil, grease, \$25,000.00; tires and tubes, \$2,500.00; miscellaneous automotive parts, \$3,500.00; heating supplies, \$3,000.00; tools and instruments, \$400.00.

Current Charges and Obligations: Rental and cleaning of coveralls for mechanics, \$2,000.00.

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebration and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Structures Improvements	Land and Non- structural Improvements to Land	Total
65	\$338,280 00	\$28,650 00	\$43,960 00	\$25,000 00	\$50,000 00	\$485,890 00
Personal Services: Performance under this program is divided among the following sections:						
Horticulture Section: Superintendent of Horticulture, 2 Gardener Foremen, 2 Working Foremen Gardeners, Senior Gardener, 33 Gardeners, 2 Laborers.						
Tree Section: General Tree Maintenance Foreman, 2 Tree Maintenance Foremen, 2 Tree Maintenance Inspectors, 16 Tree Climbers, 2 Laborers, Matron. Overtime: \$22,000.00.						
Contractual Services: Telephone service, \$1,000.00; electricity, \$5,900.00; gas fuel, \$100.00; repairs to buildings and structures, \$6,000.00 (carpentry, \$1,500.00, electrical, \$1,500.00, roofing and masonry, \$2,000.00, plumbing and steamfitting, \$1,000.00); repairs of machinery and tools, \$1,500.00; repairs to oil burners, \$500.00; travel expenses, \$650.00; Christmas decorations on Boston Common and the Parkman House, \$8,000.00; decorations and trees in various locations throughout the city, \$5,000.00.						
Supplies and Materials: Heating supplies, \$11,000.00; cleaning supplies, \$60.00; building supplies, \$4,600.00; general operation supplies, \$4,000.00; repair parts for equipment, \$1,900.00; tools and instruments, \$1,700.00; agricultural supplies, \$17,000.00; miscellaneous supplies and materials, \$3,700.00.						
Structures and Improvements:						
Replace new heating boiler at greenhouse					\$25,000 00	\$25,000
Land and Non-Structural Improvements to Land:						
Removal of trees afflicted with Dutch Elm disease					\$25,000 00	\$50,000
Planting and replacement of trees					25,000 00	

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 122 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 clubhouse. The golf courses are open from March to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
179	\$1,203,700 00	\$60,100 00	\$75,700 00	\$1,000 00	\$29,500 00	\$1,370,000 00

Personal Services: Performance under this program is divided among the following sections:

Recreation Division: Director of Recreation, Assistant Director of Recreation, Senior Recreation Coordinator, 6 Recreation Coordinators, 12 Recreation Supervisors, 6 Recreation Instructors, 4 Recreation Aid and Accompanists, 2 Public Relations Representatives, Principal Clerk and Typist, 2 Deputy Directors of Recreation, 2 Recreation Program Directors, Superintendent of Recreation, Supervisor of Recreation Equipment, Public Boating Manager, Assistant to Recreation Director, 2 Laborers.

Baths Division: Superintendent of Baths, Assistant Superintendent of Baths, 2 Supervisors of Swimming, Head Bath Custodian, 10 Third Class Stationary Engineers, 7 Senior Bath Custodians, Steam Fireman, 6 Swimming Instructors, Principal Park Matron, 8 Bath Custodians, Maintenance Mechanic Helper, 23 Bath Attendants and Laborers, 37 Laborers, 22 Matrons, Foreman of Baths, 2 Principal Greenhouse Workers.

Golf Course Section: 2 Golf Course Supervisors, Golf Course Foreman, Superintendent of Golf Clubhouse, 2 Caddy Masters, Golf Starters, 3 Laborers, Matron.

Temporary Employees: \$350,000.00 (to provide for personnel to conduct seasonal recreational athletic event and supervise bathing facilities). Overtime, \$2,000.00.

Parks and Recreation Department — Continued

PROGRAM 6.

Contractual Services: Telephone service, \$3,000.00; electricity, \$2,000.00; gas fuel for park buildings, \$10,000.00; repairs and maintenance of buildings, \$10,000.00 (carpentry, \$1,500.00, electrical, \$2,000.00, painting, \$3,500.00, plumbing and steamfitting, \$3,000.00); repairs to oil burners, \$800.00; repairs to boats and equipment, \$500.00; carfares and travel expenses for employees, \$3,900.00; bus transportation in connection with special recreational groups (Golden Age group, May Day program, Junior Olympics), \$1,600.00; transportation for handicapped children, \$3,500.00; orchestras and musicians for recreational and civic programs, and film for Halloween parties, \$4,500.00; trophies and medals for park and recreational events, \$3,500.00; metal checks for baths and beaches, \$1,600.00; miscellaneous, \$15,200.00.

Supplies and Materials: Heating supplies, \$22,000.00; cleaning and custodial supplies \$2,300.00; first-aid supplies, \$500.00; postage, forms, cards, and office supplies, \$6,000.00; building supplies, \$5,000.00; general operating supplies, \$500.00; repair parts and materials, \$900.00; tools, \$1,000.00; shirts and trunks for lifeguards, \$600.00; recreational supplies, \$34,000.00; miscellaneous, \$2,900.00.

Current Charges and Obligations: Rental of chairs for recreational events, \$1,000.00.

Structures and Improvements: Scraping, and repainting of Charlestown swimming pool, \$8,000.00; masonry, roofing, and plumbing repairs to L Street Bathhouse, \$21,500.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Land and Nonstruc- tural Im- provements to Land	Total
1. Administrative and General Services	19	\$110,100 00	\$12,475 00	\$3,690 00	\$6,850 00	—	—	\$133,115 00
2. Planning and Supervising Construction of Department Structures and Facilities . .	13	102,560 00	3,100 00	300 00	—	—	—	105,960 00
3. Maintenance of Buildings, Parks Playgrounds, and Roadways . .	215	1,025,560 00	114,575 00	94,950 00	180 00	\$32,500 00	\$66,000 00	1,333,765 00
4. Operation and Maintenance of Automotive Equipment	54	268,600 00	16,100 00	34,400 00	2,000 00	—	—	321,100 00
5. Design, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	65	338,280 00	28,650 00	43,960 00	—	25,000 00	50,000 00	485,890 00
6. Direction and Operation of Recreational Programs and Facilities	179	1,203,700 00	60,100 00	75,700 00	1,000 00	29,500 00	—	1,370,000 00
TOTALS	545	\$3,048,800 00	\$235,000 00	\$253,000 00	\$10,030 00	\$87,000 00	\$116,000 00	\$3,749,830 00

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law a standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The Board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1964 approximately 1,500 accident reports will be processed.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$44,160 68	\$37,189 80	\$37,597 00	\$41,422 00	\$41,422 00	
2—Contractual Services . . .	194 00	207 32	250 00	550 00	550 00	
3—Supplies & Materials . . .	348 83	864 19	500 00	850 00	500 00	
4—Current Charges & Oblig's	25 00	13 50	25 00	25 00	25 00	
TOTALS . . .	\$44,728 51	\$38,274 81	\$38,372 00	\$42,847 00	\$42,497 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$41,422 00	\$550 00	\$500 00	\$25 00	\$42,497 00

Personal Services: Workmen's Compensation Agent, Senior Legal Assistant, 2 Senior Claims Investigators, Industrial Nurse, 2 Clerical Employees
Contractual Services: Travel expenses, \$550.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$25.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Workmen's Compensation .	\$287,690 01	\$316,351 13	\$300,000 00	\$300,000 00	\$300,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received, and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,906 00	\$8,004 20	\$8,678 00	\$10,244 00	\$8,690 00	
2—Contractual Services . .	44,673 88	72,291 36	45,000 00	45,000 00	45,000 00	
3—Supplies & Materials . .	161 02	136 05	150 00	150 00	150 00	
5—Equipment	64 00	85 00	150 00			
TOTALS	\$54,804 90	\$80,516 61	\$53,978 00	\$55,394 00	\$53,840 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$23,000 00

C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$8,690 00	\$45,000 00	\$150 00	\$53,840 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$45,000.00.

Supplies and Materials: Office supplies, \$150.00.

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of awards for damages to persons and property.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Executions of Court . . .	\$442,391 48	\$485,929 67	\$370,000 00	\$500,000 00	\$375,000 00	

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$2,115,000 00
Fire Department	1,539,000 00
Public Works Department	948,000 00
Hospital Department	232,000 00
Parks and Recreation Department	166,000 00
Health Department	147,000 00
Assessing Department	113,000 00
Library Department	75,000 00
Administrative Services Department	71,500 00
Real Property Department	59,000 00
Building Department	46,000 00
Welfare Department	46,000 00
Traffic and Parking Department	31,000 00
Treasury Department	16,000 00
Auditing Department	13,400 00
Election Department	13,000 00
All other Departments	59,100 00
	<hr/>
	\$5,690,000 00

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities	\$5,538,379 27	\$5,511,177 37	\$5,553,086 00	\$5,690,000 00	\$5,690,000 00	

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

Repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Snow Removal	\$1,749,694 80	\$812,479 30	\$800,000 00	\$836,870 00	\$744,670 00	
Public Works Department				\$796,870 00	\$714,670 00	
Parks and Recreation Department				40,000 00	30,000 00	
				<hr/>	<hr/>	
TOTALS				\$836,870 00	\$744,670 00	

BOSTON REDEVELOPMENT AUTHORITY

1-71-61

The Authority was organized under chapter 121 of the General Laws. It has the sole responsibility for urban renewal projects in the city. Chapter 199, Acts of 1958, amended the law to permit cities to appropriate money for the purpose of aiding Redevelopment Authorities. Chapter 652 of the Acts of 1960 transferred the function of the Boston City Planning Board to the Redevelopment Authority.

The entire cost of making studies, preparing plans and estimates for non-Federal projects is a local expenditure.

The proposed budget includes the cost of personnel and services ineligible for Federal financial participation.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$173,819 97	\$263,629 32	\$233,000 00	\$377,075 00	\$331,693 00	
—Contractual Services . .	37,063 80	73,177 08	15,360 00	420,425 00	420,425 00	
—Supplies & Materials . .	4,420 82	6,816 05	4,800 00	6,900 00	6,900 00	
—Current Charges & Oblig's	12,885 74	15,791 45	27,255 00	45,605 00	45,605 00	
—Equipment	3,621 10	5,348 09	2,240 00	—	—	
—Special Appropriation . .	38,178 55	—	—	—	—	
TOTALS	\$269,989 98	\$364,761 99	\$282,655 00	\$850,005 00	\$804,623 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. DEVELOPMENT ADMINISTRATION

Includes overall management and administration of planning and programming for urban renewal and other development programs.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
26	\$30,922 00	\$2,500 00	\$4,755 00	\$38,177 00

Personal Services: Development Administrator, Deputy Development Administrator, Director of Administrative Management, Legal Officer, Assistant to Director of Administrative Management, Budget Assistant, Personnel Assistant, Legal Assistant, Executive Assistant, Administrative Clerk, 8 Secretaries, and 8 Clerical Employees.

Contractual Services: Probable re-use appraisals, \$2,500.00.

Current Charges and Obligations: Pension accumulation fund, \$2,700.00; Workmen's Compensation Insurance, \$525.00; Blue Cross and Blue Shield, \$1,530.00.

2. PLANNING

Includes the making of plans and programs for the development of the city as a whole and areas and neighborhoods hereof including plans for urban renewal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
59	\$284,045 00	\$370,925 00	\$6,400 00	\$37,425 00	\$698,795 00

Personal Services: Planning Administrator, Deputy Planning Administrator, Chief Planner, Planning Assistant, 9 Secretaries, Director of Planning, Principal Planner, 2 Senior Planners, Junior Planner, Head Clerk, Director of Transportation Planning, Traffic Engineer, 3 Chief Transportation Planners, 5 Principal Transportation Planners, 5 Senior Transportation Planners, 4 Junior Transportation Planners, Capital Budget Officer, Junior Planner, Director of Graphics, Chief of Graphics Design, Graphics Designer, Chief Draftsman, Assistant Chief Draftsman, Cartographer, 4 Draftsmen, Director of Comprehensive Planning, Chief Planning Designer, 2 Architects, Principal Planner, Senior Planning Designer, Junior Planning Designer, Planning Assistant.

Contractual Services: Telephone service, \$4,100.00; repairs and servicing of equipment, \$525.00; travel expenses for two persons to attend ASPO National Conference, Atlantic City and AIP National Conference, \$500.00; travel expenses for local survey travel and for an office representative to Planning Conferences in Massachusetts, \$900.00; blueprinting, reproduction, etc., \$5,500.00; planning consultant for study of the renewal program, \$2,500.00; traffic control studies contract, \$25,000.00; traffic data collection contract, \$12,500.00; special traffic studies, \$12,500.00; printing and binding, \$6,200.00; preparing photogrammetric maps showing at 100' to the inch blocks, streets, contour lines, buildings, and parcels in municipal territories outside GNRP areas, and positioning parcel boundaries on existing maps, \$300,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,100.00; technical supplies and materials, \$3,300.00.

Current Charges and Obligations: Pension Accumulation Fund, \$30,025.00, memberships in professional organizations, subscriptions, \$500.00; fire, theft, liability and Workmen's Compensation Insurance, \$3,700.00; Blue Cross and Blue Shield, \$3,200.00.

3. OPERATIONS

Includes the administration of renewal project execution involving land acquisition, relocation and site development.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
26	\$16,726 00	\$47,000 00	\$500 00	\$3,425 00	\$67,651 00

Personal Services: Executive Director, Purchasing Agent, Administrative Assistant, Switchboard Operator, Supply Officer, Legal Secretary, Comptroller, Chief Accountant, 3 Accountants, Real Estate Officer, Chief Engineer, Secretary, 2 Clerical Employees.

Contractual Services: Blueprinting, reproduction, etc., \$2,000.00; probable acquisitions, appraisals, title search services, and structural surveys for non-assisted project, \$45,000.00.

Supplies and Materials: Stationery, pencils, etc., \$500.00.

Current Charges and Obligations: Pension accumulation Fund, \$2,125.00; Workmen's Compensation Insurance, \$300.00; Blue Cross and Blue Shield, \$1,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Development Administration	25	\$30,922 00	\$2,500 00	—	\$4,755 00	\$38,177 00
2. Planning	58	284,045 00	370,925 00	\$6,400 00	37,425 00	698,795 00
3. Operations	16	16,726 00	47,000 00	500 00	3,425 00	67,651 00
TOTAL	99	\$331,693 00	\$420,425 00	\$6,900 00	\$45,605 00	\$804,623 00

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1961 Transfers	1962 Transfers	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Reserve Fund	\$200,000 00	\$200,000 00	\$200,000 00	\$200,000 00	\$200,000 00	

FEDERAL PUBLIC HEALTH PROGRAM

"Improved Nursing Home Care"

1-25-11

A program for the upgrading and increasing of our activities in services to the aged and infirm, particularly in relation to quality of care rendered in Nursing Homes in Boston. This program will be financed by a grant in aid from the Federal Government.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Federal Health Program	\$4,727 80	\$5,047 95	\$5,500 00	\$5,500 00	\$5,500 00	

HEALTH DEPARTMENT

TUBERCULOSIS PATIENT CARE

1-05-25

This appropriation will cover the cost of Boston's share for the care, treatment and control of Tuberculosis under the provisions of Chapter 608 of the Acts of 1961.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Tuberculosis Patient Care	—	—	\$1,250,000 00	\$1,000,000 00	\$1,000,000 00	

DEPARTMENTAL EQUIPMENT — CITY

1—14—50

The equipment allowance for all City departments is consolidated in one account with supporting data outlined below designating the allocation to each City department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget	Approve
					Recommended by Mayor	
5—Equipment	\$163,617 71	\$502,081 65	\$579,100 00	\$1,371,507 55	\$1,189,627 00	

C — PROGRAMS

Department	Allowance
Mayor, Office Expenses	\$6,400 00
City Council	1,100 00
Election Department	7,165 00
Auditing Department	178 00
Assessing Department	815 00
Collecting Division, Treasury Department	600 00
Treasury Division, Treasury Department .	2,975 00
Administrative Services:	
Administrative Division	100 00
Personnel Division	25 00
Purchasing Division	100 00
Printing Section	1,000 00
Data Processing Unit	2,500 00
Law Department	2,329 00
City Clerk Department	630 00
Office of Neighborhood Improvement . .	1,350 00
Real Property Department:	
Real Property Division	1,000 00
Buildings Division	950 00
Finance Commission	250 00
Police Department	427,279 00
Fire Department	134,575 00
Building Department	7,925 00
Board of Appeal	500 00
Traffic and Parking Department	11,000 00
Licensing Board	955 00
Public Works Department	186,196 00
Health Department:	
Health Division	3,500 00
Registry Division	750 00
Weights and Measures Division . . .	500 00
Hospital Department:	
Hospital Division	50,000 00
Long Island Division	20,840 00
Welfare Department:	
Central Office	5,700 00
Temporary Home	1,000 00
Veterans' Services Department	1,085 00
Library Department	120,000 00
Parks and Recreation Department . . .	124,000 00
City Record, Publication of	150 00
Youth Activities Bureau	550 00
Snow Removal	60,200 00
Boston Redevelopment Authority	3,455 00
Total	\$1,189,627 00

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$437,396 46	\$428,656 78	\$437,181 02	\$477,986 00	\$477,985 00	
2—Contractual Services . .	6,307 22	7,549 32	7,484 00	7,758 00	7,742 00	
3—Supplies & Materials . .	19,658 73	19,659 19	15,900 00	19,044 00	16,000 00	
4—Current Charges & Oblig's	6,996 73	9,803 65	12,420 00	13,100 00	12,500 00	
5—Equipment	301 00	505 80	350 00			
TOTALS	\$470,660 14	\$466,174 74	\$473,335 02	\$517,888 00	\$514,227 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$330,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$66,040 00	\$1,142 00	\$600 00	\$230 00	\$68,012 00

Personal Services: Register of Deeds, First Assistant, Supervisor of Recorded Deeds, Head Administrative Clerk, 4 Clerical Employees.

Contractual Services: Telephone service, \$700.00; servicing of office equipment, \$82.00; convention travel, \$360.00.

Supplies and Materials: Forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Premium on surety bonds, \$130.00; dues, \$100.00.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 50,000 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
67	\$337,997 00	\$5,500 00	\$14,700 00	\$12,270 00	\$370,467 00

Personal Services: Performance under this program is divided among the following sections:

Counter Section: Assistant Register, 5 Head Clerks, Clerical Employee.

Entry Section: Head Clerk, 7 Clerical Employees.

Photostat Section: Director, Head Microfilm Operator, 5 Principal Microfilm Operators, and 6 Clerical Employees.

Classified Index Section: Assistant Register and 18 Clerical Employees.

Consolidation Section: 17 Clerical Employees.

Microfilm Section: 2 Employees.

Plan Section: Head Clerk.

Contractual Services: Telephone service, \$700.00; copying plans, \$200.00; binding record books and indexes, \$4,600.00.**Supplies and Materials:** Forms, cards, and stationery, \$3,700.00; photostat chemicals and repair parts of microfilm and rolls of photostat paper, \$11,000.00.**Current Charges and Obligations:** Storage of microfilm rolls, \$616.00; I.B.M. equipment rental, \$11,654.00.**3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND**

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 11,916 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$73,948 00	\$1,100 00	\$700 00	\$75,748 00

Personal Services: Technical Assistant, Assistant Register, and 10 Clerical Employees.**Contractual Services:** Telephone service, \$700.00; binding of record books and indexes, \$400.00.**Supplies and Materials:** Forms, cards, and stationery, \$700.00.**D — PROGRAM SUMMARY**

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	8	\$66,040 00	\$1,142 00	\$600 00	\$230 00	\$68,012 00
2. Receiving, Recording, and Indexing Instruments Pertaining to Real Estate	67	337,997 00	5,500 00	14,700 00	12,270 00	370,467 00
3. Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	12	73,948 00	1,100 00	700 00	—	75,748 00
TOTALS	87	\$477,985 00	\$7,742 00	\$16,000 00	\$12,500 00	\$514,227 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement of approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$563,484 12	\$575,185 81	\$609,739 98	\$622,060 00	\$622,060 00	
—Contractual Services . .	89,900 59	85,645 98	98,365 00	119,445 00	100,395 00	
—Supplies & Materials . .	48,463 98	49,889 36	49,409 00	68,783 00	56,035 00	
—Current Charges & Oblig's	—	1,165 90	—	—	—	
—Equipment	1,294 44	3,163 26	8,370 00	—	—	
—Structures and Improve- ments	12,100 00	—	—	—	—	
TOTALS	\$711,243 13	\$715,050 31	\$765,883 98	\$810,288 00	\$778,490 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$250,403 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
20	\$92,352.00	\$23,920 00	\$450 00	\$116,722 00

Personal Services: Superintendent, 1 Assistant Superintendent, Supervisor of Custodial Workers, 3 Switchboard Operators, Principal Clerk, Senior Watchman, 7 Watchmen, 2 Gatemen, 2 Matrons, Storekeeper.

Contractual Services: Telephone service, \$15,000.00; servicing of office equipment, \$800.00; repairs (office furniture, steel cabinets, etc.), \$4,200.00; towel service, \$3,470.00; advertising, \$100.00; miscellaneous contractual services, \$350.00.

Supplies and Materials: Forms, cards, postage, and stationery, \$450.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heating plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$71,245 00	\$45,000 00	\$33,000 00	\$149,245 00

Personal Services: Chief Power Plant Engineer, 5 Engineers, 8 Steam Firemen.

Contractual Services: Electricity and gas, \$44,000.00.

Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$33,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
22	\$116,486 00	\$28,315 00	\$14,425 00	\$159,226 00

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.

Contractual Services: Elevator maintenance, \$12,000.00; masonry and roof repairs, etc., \$1,500.00; repairing windows, glass, \$1,000.00; monthly inspection of fire alarm systems, \$180.00; linoleum flooring, \$1,000.00; worn cables, \$1,000.00; miscellaneous repairs, \$11,815.00.

Supplies and Materials: Lumber and hardware, \$3,000.00; plumbing materials, \$1,000.00; paints, \$3,000.00; miscellaneous building supplies and materials, \$2,800.00; medical supplies, \$25.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
87	\$341,977 00	\$3,160 00	\$8,160 00	\$353,297 00

Personal Services: Principal Custodial Worker, 2 Senior Custodial Workers, 2 Junior Building Custodians, 57 Custodial Workers, 2 Chief Elevator Operators, 17 Elevator Operators, 6 Janitors.

Contractual Services: Cleaning 1,700 windows, \$3,160.00.

Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap mops, light bulbs, window shades, etc., \$6,625; gasoline, \$10.00; grass seed and fertilizer, \$75.00; replacement of locks, keys, and door checks, \$600.00; automotive repair parts, \$50.00; sponges, \$450.00; wearing apparel, \$350.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
1. Administrative and General Services	20	\$92,352 00	\$23,920 00	\$450 00	—	\$116,722 00
2. Providing Illumination, Heat, and Power	14	71,245 00	45,000 00	33,000 00	—	149,245 00
3. Care, Operation, and Maintenance of Plant and Equipment	22	116,486 00	28,315 00	14,425 00	—	159,226 00
4. Providing Cleaning, Elevator, and General Building Services	87	341,977 00	3,160 00	8,160 00	—	353,297 00
TOTALS	143	\$622,060 00	\$100,395 00	\$56,035 00	—	\$778,490 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

(COUNTY BUILDINGS)

1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$149,000 00	\$149,284 00	\$154,145 00	\$166,474 00	\$166,474 00	
—Contractual Services . .	34,655 00	34,655 00	48,380 00	58,125 00	58,125 00	
—Supplies & Materials . .	11,300 00	11,300 00	11,300 00	11,700 00	11,700 00	
—Current Charges & Oblig's	200 00	200 00	200 00	200 00	200 00	
—Equipment	300 00	300 00	300 00	—	—	
TOTALS	\$195,455 00	\$195,739 00	\$214,325 00	\$236,499 00	\$236,499 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. CARE, OPERATION, AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
38	\$166,474 00	\$58,125 00	\$11,700 00	\$200 00	\$236,499 00

Personal Services: Deputy Superintendent, 2 Steam Firemen, 6 Senior Building Custodians, 15 Junior Custodians, 14 Custodial Workers. Over-time allowance for services, Saturdays, Sundays, holidays, \$2,500.00.
Contractual Services: Electricity, \$7,000.00; gas, \$1,000.00; repair and servicing of equipment, \$1,000.00; repairs of buildings (carpentry), \$11,400.00; electrical, \$4,900.00; plumbing and steamfitting, \$18,125.00; painting, \$6,800.00; linoleum repairs, \$4,300.00; miscellaneous repairs, \$2,500.00; allowance for use of privately owned vehicles, \$100.00; towel service, \$100.00; exterminating, \$200.00; window washing, \$200.00; advertising, \$500.00.
Supplies and Materials: Coal, fuel oil, \$10,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,200.00; repair parts, miscellaneous, \$500.00.
Current Charges and Obligations: Rental of water coolers, \$200.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,900 inmates and material witnesses during the year 1964. The average daily population is 270 persons.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$423,821 45	\$431,785 15	\$456,639 25	\$513,664 00	\$485,225 00	
2—Contractual Services . .	17,869 95	18,277 10	20,248 00	29,548 00	22,450 00	
3—Supplies & Materials . .	92,724 67	98,642 42	97,700 00	114,947 00	107,050 00	
4—Current Charges & Oblig's	951 70	930 35	1,507 00	1,587 00	1,187 00	
5—Equipment	488 63	175 64	1,000 00	—	—	
TOTALS	\$535,856 40	\$549,810 66	\$577,094 25	\$659,746 00	\$615,912 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$12,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$50,000 00	\$3,450 00	\$2,050 00	\$1,187 00	\$56,687 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, 2 Assistant Chief Jail Officers (Administration), Head Clerk and Secretary, Principal Clerk (Jail), 3 Chaplains.

Contractual Services: Telephone service, \$3,100.00; repairs and servicing of equipment, \$50.00; attendance at convention, \$300.00.

Supplies and Materials: Postage, \$300.00; stationery, \$1,500.00; decorations, \$250.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premium on surety bonds, \$630.00; gratuities for discharged inmates, \$350.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
10	\$56,000 00	\$16,074 00	\$27,250 00	\$99,324 00

Personal Services: Jail Officer and Chief Power Plant Engineer, 3 Third Class Stationary Engineers (Jail), Jail Officer and Maintenance Mechanic (Electrician), Jail Officer and Maintenance Mechanic (Locksmith), Jail Officer and Gardener, 3 Steam Firemen (Jail).

Contractual Services: Electricity, \$8,000.00; repairs, buildings and structures, \$6,550.00; repairs and servicing of equipment, \$400.00; extermination service, \$524.00; garbage disposal, \$600.00.

Supplies and Materials: 1,600 tons of coal, \$22,000.00; boiler room supplies, \$500.00; painting supplies, \$500.00; building supplies and materials, \$1,700.00; electrical repair parts and materials, \$1,500.00; tools and instruments, \$200.00; rock salt, \$50.00; miscellaneous parts \$800.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 295,650 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
4	\$24,000 00	\$1,500 00	\$58,000 00	\$83,500 00

Personal Services: Assistant Chief Jail Officer and Steward, Jail Officer and Assistant Steward, 2 Jail Officers and Storekeepers.
Contractual Services: Gas, fuel, \$1,500.00.
Supplies and Materials: Food supplies, \$58,000.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drugs, medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
65	\$355,225 00	\$1,426 00	\$19,750 00	\$376,401 00

Personal Services: Performance under this program is divided among the following sections:
Security Division: Chief Jail Officer, 5 Assistant Chief Jail Officers, 2 Jail Officers and Photographers, Jail Officer and Receiver, Jail Officer (Transfer), 37 Jail Officers, Chief Jail Matron, 13 Jail Matrons.
Medical Division: Institution Physician, Institution Dentist, Assistant Chief Jail Officer (Hospital), Institution Nurse.
Temporary Employees: \$225.00. Overtime allowance, \$20,000.00 for services required on holidays, emergencies and authorized absences.
Contractual Services: Repair and servicing automotive equipment, \$450.00; hospital treatment of employees and inmates, \$125.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$100.00; making of uniforms, \$703.00.
Supplies and Materials: Automotive supplies and materials, \$750.00; laundry, cleaning and custodial supplies, \$4,500.00; replacement of dishes, cutlery, and kitchen utensils, \$500.00; blankets, sheets, and towels, \$4,500.00; medical, dental, and hospital supplies, \$5,500.00; wearing apparel, \$3,500.00; ammunition, \$300.00; refills for fire extinguishers, \$50.00; flame proof liquid, \$150.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	10	\$50,000 00	\$3,450 00	\$2,050 00	\$1,187 00	\$56,687 00
Plant Operations, Maintenance and Repair	10	56,000 00	16,074 00	27,250 00	—	99,324 00
Planning and Preparing Meals for Inmates	4	24,000 00	1,500 00	58,000 00	—	83,500 00
Guarding and Care of Prisoners	65	355,225 00	1,426 00	19,750 00	—	376,401 00
TOTALS	89	\$485,225 00	\$22,450 00	\$107,050 00	\$1,187 00	\$615,912 00

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling of inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$58,604 03	\$55,887 53	\$54,500 00	\$58,400 00	\$58,400 00	
2—Contractual Services . .	243 65	119 45	225 00	235 00	235 00	
3—Supplies & Materials . .	505 36	524 44	500 00	500 00	500 00	
4—Current Charges & Oblig's	59 50	85 00	80 00	90 00	90 00	
5—Equipment	33 00					
TOTALS	\$59,445 54	\$56,616 42	\$55,305 00	\$59,225 00	\$59,225 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department; assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and supervises certain parolees of the House of Correction and County Jail; is responsible for all personnel matters affecting appointments, transfers, promotions, step-rates, and separations; performs necessary bookkeeping work on House of Correction and Central Office orders and requisitions and maintains related files and records; provides necessary reports and records for Massachusetts Board of Parole.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$58,400 00	\$235 00	\$500 00	\$90 00	\$59,225 00

Personal Services: Commissioner, Deputy Commissioner, 1 Head Clerk, 3 Clerical Employees, Executive Secretary, 3 Social Workers.

Contractual Services: Travel expenses, \$200.00; binding records, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Association dues, \$35.00; premium on surety bonds, \$15.00; servicing Annotated Law Books, \$40.00.

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop, Mass., and covers about 38 acres. It comprises 23 buildings which consist of shops, living quarters, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garages, and 1 cell building containing 500 cells, another containing 360 cells, and another containing 64 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is 600 inmates or over.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$618,862 13	\$627,867 43	\$679,801 37	\$770,964 00	\$736,175 00	
—Contractual Services . . .	44,222 96	35,614 16	38,750 00	36,630 00	36,100 00	
—Supplies & Materials . . .	326,390 93	353,942 66	365,500 00	384,600 00	377,600 00	
—Current Charges & Oblig's	6,827 75	6,853 20	7,147 00	8,147 00	8,147 00	
—Equipment	673 91	743 24	200 00	—	—	
—Land & Nonstructural Improvements To Land . .	—	29,601 01	—	—	—	
TOTALS	\$996,977 68	\$1,054,621 70	\$1,091,398 37	\$1,200,341 00	\$1,158,022 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$1,205 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
13 \$53,663 00	\$5,400 00	\$2,000 00	\$1,045 00	\$62,108 00

Personal Services: Master, Correction Officer and Recreation Supervisor, 2 Head Administrative Clerks, Principal Clerk, Senior Clerk, Institution School Teacher, Moving Picture Operator, 3 Chaplains, 2 Organists.
Temporary Employees, \$313.00
Overtime, \$600.00.

Contractual Services: Telephone service, \$4,500.00; servicing of equipment, \$100.00; travel expenses, \$600.00; advertising, \$30.00; Mission and Retreat, \$170.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$45.00; rental of Motion Pictures, \$1,000.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
88 \$534,195 00	\$2,250 00	\$64,600 00	\$435 00	\$601,480 00

Personal Services: 4 Deputy Masters, 2 Assistant Deputy Masters, Correction Officer and Receiver, 3 Correction Officers (Commitment and Transfer), 73 Correction Officers, Medical Director, 3 Institution Nurses, Institution Dentist.
Temporary Employees: \$23,045.00.
Overtime, \$19,700.00.

Contractual Services: Professional medical and surgical services, \$2,250.00.

Supplies and Materials: Cleaning and custodial supplies, \$13,000.00; household supplies, \$6,000.00; medicine and drugs, \$10,000.00; clothing, \$27,700.00; postage, cards, stationery, \$600.00; garden and churches, \$300.00; tobacco and matches, \$6,000.00; photographic supplies and materials, \$1,000.00.

Current Charges and Obligations: Gratuities to indigent inmates, \$435.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
7	\$39,200 00	\$210,000 00	\$249,200 00

Personal Services: Correction Officer and Steward, 4 Correction Officers and Cooks, 2 Correction Officers and Bakers.

Supplies and Materials: Food and beverages, \$210,000.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$72,717 00	\$27,000 00	\$91,000 00	\$6,642 00	\$197,359 00

Personal Services: Chief Engineer, 4 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Maintenance Mechanics (Carpenter), Correction Officer and Motor Equipment Repairman, Correction Officer and Maintenance Mechanic (Painter), Correction Officer and Maintenance Mechanic (Locksmith), Correction Officer and Maintenance Mechanic (Plumber), Correction Officer and Gardener. Temporary Employees, \$1,317.00. Overtime, \$1,350.00.

Contractual Services: Electricity, \$20,000.00; gas fuel, \$1,000.00; repairs to buildings, \$2,000.00; servicing of equipment, \$2,900.00 (automotive, \$2,000.00; machinery and tools, \$500.00; kitchen equipment, \$400.00); vermin control, \$1,000.00; cleaning, \$100.00.

Supplies and Materials: Automotive supplies, \$5,000.00; heating supplies, \$55,000.00; miscellaneous supplies and materials, \$30,900.00 (building supplies and materials, \$22,400.00; general operating supplies, \$2,500.00; nonautomotive supplies, \$1,500.00; public works supplies, \$3,000.00; tools and instruments, \$1,500.00); miscellaneous supplies, \$100.00.

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; vehicle registrations, \$42.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes, bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$36,400 00	\$1,450 00	\$10,000 00	\$25 00	\$47,875 00

Personal Services: Correction Officer and Shoemaking Instructor, Correction Officer and Clothing Cutter, Correction Officer and Laundryman, 3 Correction Officers and Herdsmen. Overtime, \$350.00.

Contractual Services: Miscellaneous animal care, \$250.00; repairs of inmates' shoes, \$1,200.00.

Supplies and Materials: Agriculture supplies, \$10,000.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	13	\$53,663 00	\$5,400 00	\$2,000 00	\$1,045 00	\$62,108 00
2. Guarding and Care of Inmates	88	534,195 00	2,250 00	64,600 00	435 00	601,480 00
3. Receiving and Preparing of Food	7	39,200 00	—	210,000 00	—	249,200 00
4. Plant Operation and Maintenance	13	72,717 00	27,000 00	91,000 00	6,642 00	197,359 00
5. Operation of Industries	6	36,400 00	1,450 00	10,000 00	25 00	47,875 00
TOTALS	127	\$736,175 00	\$36,100 00	\$377,600 00	\$8,147 00	\$1,158,022 00

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 31 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget		Approved
					Recommended by Mayor		
Special Appropriations:							
Middlesex County Training School	\$68,033 36	\$74,995 64	\$80,000 00	\$80,000 00	\$80,000 00		

C — PROGRAM

Board and care of truants, based on an average of 31 boys and charge of \$54.02 per week .	\$80,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$95,524 34	\$93,410 90	\$93,903 23	\$118,155 00	\$118,022 00	
2—Contractual Services . . .	482 02	3,396 45	5,800 00	7,835 00	6,335 00	
3—Supplies & Materials . . .	3,078 75	2,589 06	2,995 00	4,070 00	3,760 00	
4—Current Charges & Oblig's . . .	32 50	20 00	125 00	125 00	125 00	
5—Equipment	479 50	376 50	550 00			
TOTALS	\$99,597 11	\$99,792 91	\$103,373 23	\$130,185 00	\$128,242 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964	<u>\$2,850 00</u>
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C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
16	\$118,022 00	\$6,335 00	\$3,760 00	\$125 00	\$128,242 00

Personal Services: Clerk of Court and 2 Assistants, 4 Court Officers, Head Clerk and Secretary, 6 Clerical Employees, Deputy Sheriff, and Legal Assistant.

Contractual Services: Telephone service, \$175.00; master's and auditor's fees, \$4,000.00; servicing of equipment, \$160.00; binding, \$2,000.00.

Supplies and Materials: Postage, cards, forms and stationery, \$2,300.00; bottled water, \$20.00; microfilm supplies, \$1,300.00; uniforms, \$140.00.

Current Charges and Obligations: Premiums on surety bonds, \$125.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 37 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil, jury, 3 civil, without jury, 3 criminal, motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of the court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$133,004 89	\$143,020 32	\$143,016 00	\$147,345 00	\$147,345 00	
—Contractual Services . .	2,043 76	1,746 14	1,650 00	2,230 00	2,200 00	
—Supplies & Materials . .	916 02	733 24	1,835 00	2,335 00	1,835 00	
—Current Charges & Oblig's	—	184 60	200 00	225 00	200 00	
—Equipment	4,193 65	4,291 42	3,500 00	—	—	
TOTALS	\$140,158 32	\$149,975 72	\$150,201 00	\$152,135 00	\$151,580 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$147,345 00	\$2,200 00	\$1,835 00	\$200 00	\$151,580 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 5 Clerical Employees.

Contractual Services: Telephone service, \$1,500.00; servicing of office machines, \$100.00; religious services, \$30.00; printing and binding, \$570.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.00; wrapping paper and twine, \$35.00.

Current Charges and Obligations: Newspaper clipping service, \$200.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$573,502 84	\$601,285 59	\$610,425 81	\$650,704 00	\$650,704 00	
2—Contractual Services . . .	448,518 21	473,079 45	310,100 00	415,100 00	315,100 00	
3—Supplies & Materials . . .	19,644 94	21,427 74	21,000 00	23,000 00	22,000 00	
4—Current Charges & Oblig's	371 58	382 25	518 00	518 00	518 00	
5—Equipment	526 00	1,450 50	1,400 00	—	—	
TOTALS	\$1,042,563 57	\$1,097,625 53	\$943,443 81	\$1,089,322 00	\$988,322 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$87,150 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docketts all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 11,054 cases are entered annually. Issues all equity processes, restraining orders, and notices; records and docketts equity cases and papers filed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,380 cases are entered, and 19,500 motions dealt with. 2,658 cases remanded to District Courts; Law Docket entries, 150,000.

Personal Services No.	Amount	Contractual Services	Equipment	Total
101	\$453,372	\$4,600 00	—	\$457,972 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 23 Clerical Employees.

Law Division: Head Clerk, 48 Clerical Employees.

Equity Division: 2 Head Clerks, 24 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
18	\$197,332 00	\$310,500 00	\$22,000 00	\$518 00	\$530,350 00

Clerk's Office, Superior Court, Civil Session — Continued

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.

Contractual Services: Masters' and auditor's services, \$50,000.00; stenographic services, \$6,000.00; printing and binding, \$4,500.00; jurors' compensation and expenses, \$250,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$22,000.00.

Current Charges and Obligations: Premium on surety bonds, \$218.00; rentals, \$300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services .	101	\$453,372 00	\$4,600 00	—	—	\$457,972 00
Conduct and Record Proceedings of Court	18	\$197,332 00	310,500 00	\$22,000 00	\$518 00	\$530,350 00
TOTALS	119	\$650,704 00	\$315,100 00	\$22,000 00	\$518 00	\$988,322 00

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and dockets all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$430,694 50	\$466,762 88	\$469,104 60	\$513,129 00	\$509,711 00	
2—Contractual Services . . .	257,875 22	282,747 62	259,250 00	303,870 00	303,450 00	
3—Supplies & Materials . . .	8,719 69	8,842 30	9,040 00	11,240 00	11,030 00	
4—Current Charges & Oblig's . . .	154 00	343 00	215 00	215 00	215 00	
5—Equipment	2,748 08	1,708 80	3,810 00			
TOTALS	\$700,191 49	\$760,404 60	\$741,419 60	\$828,454 00	\$824,406 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and dockets, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
34 \$190,053 00	\$15,615 00	\$6,580 00	\$30 00	\$212,278 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Administrative Clerk, Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: 3 Head Clerks, Interpreter, 15 Clerical Employees.

Trial List and Commitments: Head Administrative Clerk, Head Clerk, 2 Clerical Employees.

Dockets and Statistics: Head Administrative Clerk, 2 Clerical Employees.

Witness Room: 2 Head Clerks, 2 Clerical Employees.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$115.00; printing bills of exception and appeal, \$15,000.00.

Supplies and Materials: Cheesecloth, \$30.00; postage, forms, cards and stationery, \$6,350.00; photocopy paper, \$200.00.

Current Charges and Obligations: Premium surety bond, \$30.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular report of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No. Amount	Contractual Services	Current Charges	Total
11 \$119,130 00	\$203,000 00	\$110 00	\$322,240 00

Personal Services: 11 Assistant Clerks of Court.

Contractual Services: Transportation of prisoners, \$3,500.00; experts, attorneys, and stenographers, \$12,500.00; jurors' compensation and expenses, \$128,000.00; transcripts of evidence, \$6,000.00; witness fees, \$50,000.00; services of venires, \$2,000.00; jury lockup, \$1,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$110.00.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
36	\$200,528 00	\$67,835 00	\$4,450 00	\$75 00	\$272,888 00

Personal Services: Legal Administrative Officer, Indictment Assistant, 4 Senior Legal Assistants, 7 Legal Assistants, Head Administrative Clerk, and 22 Clerical Employees.

Contractual Services: Telephone service, \$10,200.00; servicing of office equipment, \$135.00; transportation, rendition of prisoners, and investigation of cases, \$22,500.00; board and room for witnesses, \$2,000.00; hire of experts, \$30,000.00; printing briefs, \$3,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,450.00.

Current Charges and Obligations: Subscriptions, \$75.00.

4. PREPARATION BY THE ATTORNEY GENERAL OF CASES FOR PROSECUTION

Contractual Services	Total
\$17,000 00	\$17,000 00

Contractual Services: Experts, interpreters, stenographers, accountants and investigations, \$7,500.00; transportation inside and outside the Commonwealth, \$1,200.00; board and room of out of state witnesses, \$300.00; transcripts of evidence, \$8,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	34	\$190,053 00	\$15,615 00	\$6,580 00	\$30 00	\$212,278 00
Conduct and Record Proceedings of Court	11	119,130 00	203,000 00	—	110 00	322,240 00
Preparation of Cases for Prosecution	36	200,528 00	67,835 00	4,450 00	75 00	272,888 00
Preparation by the Attorney General of Cases for Prosecution	—	—	17,000 00	—	—	17,000 00
TOTALS	81	\$509,711 00	\$303,450 00	\$11,030 00	\$215 00	\$824,406 00

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of over 100,000 persons. It has original jurisdiction over all crimes committed in the area except felonies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$937,121 83	\$951,315 41	\$978,421 73	\$1,139,942 00	\$1,128,329 00	
2—Contractual Services . . .	41,676 64	37,071 04	41,900 00	44,450 00	40,900 00	
3—Supplies & Materials . . .	36,979 03	32,241 75	36,135 00	50,085 00	39,225 00	
4—Current Charges & Oblig's . . .	951 78	1,401 92	1,600 00	1,600 00	1,600 00	
5—Equipment	961 23	2,345 59	2,200 00	—	—	
TOTALS	\$1,017,690 51	\$1,024,375 71	\$1,060,256 73	\$1,236,077 00	\$1,210,054 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1964 \$1,055,800 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the courts and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
36	\$348,554 00	\$1,350 00	\$1,800 00	\$150 00	\$351,854 00

Personal Services: Performance under this program is divided among the following sections:

Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.

Court Officers Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.

Medical Section: Medical Director, Medical Secretary.

Temporary Employees: Van Driver for 8 weeks, Medical Director for one month, \$1,180.00.

Contractual Services: Telephone service, \$900.00; servicing of automotive equipment, \$300.00; laundry service, \$50.00; binding of law books and dockets, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; household supplies and materials, \$10.00; medicine and drugs, \$200.00; postage, forms, cards, and stationery, \$600.00; uniforms, \$490.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$100.00; dues and subscriptions, \$50.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations from the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court and Registry of Motor Vehicles; and processes general correspondence. Approximately 70,000 criminal cases are entered annually and 290,000 automobile parking violations; automobile fines collected total \$800,000.00. Receives, docket, and files 22,500 entries in civil actions, 3,500 cases transferred from Superior Court for trial (under Chapter 369, Acts of 1958), 1,500 Small Claims and 1,500 Supplementary Process actions; receives and records pleadings; issues summonses, default, nonsuit, capias and other notices; issues 12,000 executions; issues 2,400 orders of notice, certificates and other paid orders; records findings in 3,200 trials and issues notices of 1,000 findings after reservation; processes 5,000 motions, 250 transfers to other courts, 900 removals to Superior Court, and 16,000 judgments. Receives and transmits to County Treasurer all court fees in civil actions. Collects statistics and prepares an annual report to the Supreme Judicial Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
75	\$473,669 00	\$33,025 00	\$34,425 00	\$700 00	\$541,819 00

Personal Services: Performance under this program is divided among the following sections:**Criminal Division:**

Administrative Section: Clerk of Court, Executive Secretary.

General Services Section: First Assistant Clerk, Assistant Clerk, 3 Clerical Employees.

Pleading and Docket Rooms: 6 Assistant Clerks, 4 Deputy Assistant Clerks.

Parking Tag Room: Assistant Clerk, Head Clerk, 17 Clerical Employees.

Temporary Employees: Clerical Employees for vacations, \$4,000.00.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Head Administrative Clerk.

General Services Section: 2 Assistant Clerks, 2 Deputy Assistant Clerks, 12 Clerical Employees.

Trials Section: 8 Assistant Clerks, 2 Deputy Assistant Clerks, 2 Clerical Employees.

Supplementary Process and Small Claims Section: Assistant Clerk, Deputy Assistant Clerk, 2 Clerical Employees.

Contractual Services: Telephone service, \$4,600.00; servicing of office equipment, \$475.00; transportation of court officers and prisoners, \$100.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,000.00; witness fees, \$26,775.00.**Supplies and Materials:** Household supplies and materials, \$25.00; postage, forms, cards, and stationery, \$34,400.00.**Current Charges and Obligations:** Meter mailing rentals, \$400.00; premiums on fidelity, surety, and forgery bonds, \$300.00.**3. SUPERVISION OF PROBATIONERS**

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and releases or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses moneys received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
46	\$306,106 00	\$6,525 00	\$3,000 00	\$750 00	\$316,381 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 22 Probation Officers, Investigator, 3 Head Clerks, Switchboard Operator, 15 Clerical Employees.**Contractual Services:** Telephone service, \$2,800.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoners, \$3,700.00.**Supplies and Materials:** Postage, forms, cards, and stationery, \$3,000.00.**Current Charges and Obligations:** Temporary aid for dependents, \$300.00; dues and subscriptions, \$50.00; premiums on fidelity, surety, and forgery bonds, \$400.00.**D — PROGRAM SUMMARY**

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	36	\$348,554 00	\$1,350 00	\$1,800 00	\$150 00	\$1,351,854 00
2. Maintenance of General Court Activities and Records	75	473,669 00	33,025 00	34,425 00	700 00	541,819 00
3. Supervision of Probation	46	306,106 00	6,525 00	3,000 00	750 00	316,381 00
TOTALS	157	\$1,128,329 00	\$40,900 00	\$39,225 00	\$1,600 00	\$1,210,054 00

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over all neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$139,789 56	\$155,022 06	\$167,596 09	\$198,129 00	\$196,540 00	
2—Contractual Services . . .	7,565 13	7,534 54	10,150 00	10,150 00	10,150 00	
3—Supplies & Materials . . .	1,571 77	1,486 67	1,548 00	1,600 00	1,600 00	
4—Current Charges & Oblig's	307 75	426 50	493 00	406 00	406 00	
5—Equipment	246 90	565 51	286 00	—	—	
TOTALS	\$149,481 11	\$165,035 28	\$180,073 09	\$210,285 00	\$208,696 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$100 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,000 cases heard in 1964, and these cases will involve a total of 4,000 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$28,725 00	\$2,935 00	\$100 00	\$35 00	\$31,795 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply, \$6,358.00.

Contractual Services: Telephone service, \$235.00; attendance of justice at conferences, \$500.00; witness fees, \$2,200.00.

Supplies and Materials: Stationery supplies, \$100.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$10.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$37,567 00	\$610 00	\$600 00	\$51 00	\$38,828 00

Personal Services: Clerk, Assistant Clerk, Head Clerk and Secretary, Statistical Analyst, vacation supply, \$2,480.00.

Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$550.00; servicing of equipment, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$26.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions: interviews children, parents and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that this department will make approximately 75,000 visits to probationers, families, schools, etc. during the year 1964.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	\$130,248 00	\$6,605 00	\$900 00	\$320 00	\$138,073 00

Personal Services: Chief Probation Officer, 2 Assistant Chief Probation Officers, 9 Probation Officers, 5 Clerks, vacation supply, \$5,605.00.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$175.00; probation officers' travel expenses, \$4,800.00; transportation of prisoners and neglected children, \$1,500.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Dues and subscriptions, \$200.00; premium on surety bonds, \$120.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	2	\$28,725 00	\$2,935 00	\$100 00	\$35 00	\$31,795 00
2. Maintenance of General Court Activities and Records	4	37,567 00	610 00	600 00	51 00	38,828 00
3. Supervision of Probationers	17	130,248 00	6,605 00	900 00	320 00	138,073 00
TOTALS	23	\$196,540 00	\$10,150 00	\$1,600 00	\$406 00	\$208,696 00

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relation cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$36,474 87	\$37,507 91	\$37,731 00	\$40,944 00	\$40,944 00	
2—Contractual Services . . .	24,226 52	49,686 74	23,700 00	29,100 00	27,100 00	
3—Supplies & Materials . . .	24,437 09	26,352 80	27,970 00	41,720 00	28,970 00	
4—Current Charges & Oblig's . . .	73 40	687 13	3,800 00	3,200 00	3,200 00	
5—Equipment	481 00	1,303 05	800 00			
TOTALS	\$85,692 88	\$115,537 63	\$94,001 00	\$114,964 00	\$100,214 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$40,944 00	\$27,100 00	\$28,970 00	\$3,200 00	\$100,214 00

Personal Services: 3 Court Officers, Permanent Officer, and Messenger, Temporary Employees, \$4,500.00.

Contractual Services: Telephone service, \$4,500.00; travel expense, \$450.00; cleaning office aprons and coats, \$100.00; court stenographer service, \$6,000.00; auditors', masters', and investigators' fees, \$14,000.00; binding and repairing books and dockets, \$2,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$20,000.00; parts for photostat machine, \$900.00; photostat paper and supplies, \$8,000.00; wearing apparel, \$70.00.

Current Charges and Obligations: Mail-o-meter charges, \$100.00; rental IBM equipment, \$3,100.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$350,325 38	\$367,167 15	\$398,992 00	\$469,309 00	\$446,476 00	
2—Contractual Services . .	12,256 90	11,159 94	14,000 00	16,000 00	16,000 00	
3—Supplies & Materials . .	1,413 00	1,407 80	1,450 00	1,540 00	1,540 00	
4—Current Charges & Oblig's	251 00	249 50	297 00	500 00	500 00	
TOTALS . . .	\$364,246 28	\$379,984 39	\$414,739 00	\$487,349 00	\$464,516 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$446,476 00	\$16,000 00	\$1,540 00	\$500 00	\$464,516 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$4,000.00; meals for jurors, \$12,000.00.

Supplies and Materials: Stationery, \$50.00; officers' uniforms, \$1,490.00.

Current Charges and Obligations: Premiums on surety bonds, \$500.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$77,580 15	\$78,250 90	\$80,451 00	\$83,487 00	\$83,487 00	
2—Contractual Services . . .	5,295 09	4,778 30	5,492 00	6,408 00	6,297 00	
3—Supplies & Materials . . .	4,421 85	3,186 80	5,016 00	6,008 00	5,016 00	
4—Current Charges & Oblig's	193 00	242 75	364 00	303 00	303 00	
5—Equipment	2 12	182 12	755 00	—	—	
TOTALS	\$87,492 21	\$86,640 87	\$92,078 00	\$96,206 00	\$95,103 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$83,487 00	\$6,297 00	\$5,016 00	\$303 00	\$95,103 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Administrative Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,255.00; repair and servicing of office equipment, \$342.00; transportation of probation officers, \$3,200.00; printing, \$500.00.

Supplies and Materials: Cheesecloth, \$16.00; postage, forms, cards, and stationery, \$5,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$303.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing population of 31,300 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 4,600; juvenile, 140; civil, 70; small claims, 1,000; automobile parking violations, 15,000; supplementary processes, 450; number committed, 300; reciprocal support, 30.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$94,232 00	\$92,040 77	\$98,439 89	\$124,016 00	\$119,907 00	
—Contractual Services . .	3,136 00	3,007 76	3,336 00	4,136 00	3,436 00	
—Supplies & Materials . .	3,000 00	2,537 83	4,200 00	4,200 00	3,970 00	
—Current Charges & Oblig's	128 00	111 25	128 00	128 00	128 00	
—Equipment	200 00	806 08	800 00	—	—	
TOTALS	\$100,696 00	\$98,503 69	\$106,903 89	\$132,480 00	\$127,441 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1964 \$30,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$41,421 00	\$1,860 00	\$470 00	\$20 00	\$43,771 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court, \$10,000.00.

Contractual Services: Telephone service, \$200.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,500; printing, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00; uniform for court officer, \$70.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$45,885 00	\$536 00	\$2,800 00	\$38 00	\$49,259 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court, \$1,500.00.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$100.00; cleaning, \$36.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,800.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$32,601 00	\$1,040 00	\$700 00	\$70 00	\$34,411 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer, \$500.00.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$40.00; expenses of probation officers, \$500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Premium on surety bonds, \$70.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	3	\$41,421 00	\$1,860 00	\$470 00	\$20 00	\$43,771 00
2. Maintenance of General Court Activities and Records	6	45,885 00	536 00	2,800 00	38 00	49,259 00
3. Supervision of Probationers	4	32,601 00	1,040 00	700 00	70 00	34,411 00
TOTALS	13	\$119,907 00	\$3,436 00	\$3,970 00	\$128 00	\$127,441 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 9,000; juvenile, 400; civil, 1,000; small claims, 1,200; automobile parking violations, 65,000; supplementary process, 700; number committed, 250; number of probations, 600; reciprocal support, 50.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$97,464 35	\$101,468 43	\$108,218 34	\$126,297 00	\$126,297 00	
—Contractual Services . .	3,392 98	3,519 76	3,360 00	4,024 00	3,700 00	
—Supplies & Materials . .	4,574 81	5,772 24	5,120 00	5,500 00	5,200 00	
—Current Charges & Oblig's	117 50	138 50	149 00	149 00	149 00	
—Equipment	698 00	194 50	500 00			
TOTALS	\$106,247 64	\$111,093 43	\$117,347 34	\$135,970 00	\$135,346 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1964 \$130,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
3 \$39,039 00	\$2,060 00	\$100 00	\$32 00	\$41,231 00
Personal Services: Full-time Justice and 2 Court Officers; services of Special Justice at simultaneous sessions and during vacation of Presiding Justice, \$10,927.00.				
Contractual Services: Telephone service, \$100.00; transportation of prisoners, \$1,960.00.				
Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.				
Current Charges and Obligations: Premium on surety bonds, \$20.00; P. O. Box rental, \$12.00.				

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists justices in conduct of court sessions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
10 \$53,472 00	\$802 00	\$4,100 00	\$38 00	\$58,412 00
Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 7 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court, \$1,202.00.				
Contractual Services: Telephone service, \$700.00; servicing of office equipment, \$102.00.				
Supplies and Materials: Postage, forms, cards, and stationery, \$4,100.00.				
Current Charges and Obligations: Premium on surety bonds, \$38.00.				

Municipal Court, East Boston District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$33,786 00	\$838 00	\$1,000 00	\$79 00	\$35,703 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Cashier, Clerical Assistant.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$38.00; expenses of probation officers, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00

Current Charges and Obligations: Premium on surety bonds, \$79.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	3	\$39,039 00	\$2,060 00	\$100 00	\$32 00	\$41,231 00
2. Maintenance of General Court Activities and Records	10	53,472 00	802 00	4,100 00	38 00	58,412 00
3. Supervision of Probationers	5	33,786 00	838 00	1,000 00	79 00	35,703 00
TOTALS	18	\$126,297 00	\$3,700 00	\$5,200 00	\$149 00	\$135,346 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles, containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 6,875; juvenile, 159; civil, 688; small claims, 513; automobile parking violations, 20,858; supplementary process, 271; number of persons committed, 350; number of persons on probation during year, 500; reciprocal support, 11.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$93,343 00	\$99,682 37	\$103,519 25	\$123,485 00	\$121,869 00	
—Contractual Services . . .	3,515 08	3,581 20	4,080 00	4,130 00	4,130 00	
—Supplies & Materials . . .	3,181 35	2,785 68	2,675 00	3,150 00	3,150 00	
—Current Charges & Oblig's	251 00	267 25	362 00	310 00	310 00	
—Equipment	1,093 67	428 09	600 00	—	—	
TOTALS	\$101,384 10	\$106,744 59	\$111,236 25	\$131,075 00	\$129,459 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$68,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$38,518 00	\$2,310 00	\$250 00	\$30 00	\$41,108 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$150.00, transportation of prisoners, \$2,160.00.

Supplies and Materials: Postage, forms, cards, stationery, \$100.00, uniforms for court officers \$150.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$43,489 00	\$760 00	\$1,800 00	\$143 00	\$46,192 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk, Clerical Assistant, Temporary Employees, \$2,000.00.

Contractual Services: Telephone service, \$550.00; servicing of office equipment, \$60.00; binding of permanent records, \$100.00; advertising, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$143.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$39,862 00	\$1,060 00	\$1,100 00	\$137 00	\$42,159 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$60.00; transportation for probation officers, \$500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,100.00.

Current Charges and Obligations: Premium on surety bonds, \$137.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1 Administration of Justice	3	\$38,518 00	\$2,310 00	\$250 00	\$30 00	\$41,108 00
2. Maintenance of General Court Activi- ties and Records	5	43,489 00	760 00	1,800 00	143 00	46,192 00
3. Supervision of Probationers	5	39,862 00	1,060 00	1,100 00	137 00	42,159 00
TOTALS	13	\$121,869 00	\$4,130 00	\$3,150 00	\$310 00	\$129,459 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 13,000; juvenile, 300; civil, 2,500; small claims, 2,700; automobile parking violations, 40,000; supplementary processes, 2,200; number of persons committed, 500; number of persons on probation, 500; reciprocal support, 150; remanded cases, 600.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$166,329 59	\$175,359 39	\$186,768 00	\$217,454 00	\$217,296 00	
2—Contractual Services . . .	6,507 67	6,656 10	6,760 00	7,660 00	6,960 00	
3—Supplies & Materials . . .	6,747 27	6,739 71	5,070 00	5,070 00	5,070 00	
4—Current Charges & Oblig's	225 50	228 00	226 00	303 00	303 00	
5—Equipment	265 00	403 50	300 00			
TOTALS	\$180,075 03	\$189,386 70	\$199,124 00	\$230,487 00	\$229,629 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$156,900 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$63,358 00	\$2,900 00	\$70 00	\$40 00	\$66,368 00

Personal Services: Justice, Chief Court Officer, 3 Court Officers, Services of Special Justices for simultaneous sessions, \$20,528.00.

Contractual Services: Telephone service, \$700.00; transportation of prisoners, \$2,200.00.

Supplies and Materials: Uniform for court officer, \$70.00.

Current Charges and Obligations: Premium on surety bonds, \$40.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
16	\$96,464 00	\$1,115 00	\$2,650 00	\$132 00	\$100,361 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, 12 Clerical Assistants, and vacation supply for Clerk and Assistants, \$2,695.00.

Contractual Services: Telephone service, \$1,000.00; servicing of office equipment, \$75.00; towel service, \$40.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,650.00.

Current Charges and Obligations: Premium on surety bond, \$26.00; insurance, \$46.00; rental, \$60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$57,474 00	\$2,945 00	\$2,350 00	\$131 00	\$62,900 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 4 Probation Officers, 2 Clerical Assistants, and vacation supplies for Chief Probation Officer, \$736.00.

Contractual Services: Telephone service, \$1,100.00; servicing of office equipment, \$25.00; transportation of probation officers, \$1,800.00; towage service, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,350.00.

Current Charges and Obligations: Premium on surety bonds, \$131.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	5	\$63,358 00	\$2,900 00	\$70 00	\$40 00	\$66,368 00
2. Maintenance of General Court Activities and Records	16	96,464 00	1,115 00	2,650 00	132 00	100,361 00
3. Supervision of Probationers	8	57,474 00	2,945 00	2,350 00	131 00	62,900 00
TOTALS	29	\$217,296 00	\$6,960 00	\$5,070 00	\$303 00	\$229,629 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 35,436; juvenile, 916; civil, 3,499; small claims, 2,132; automobile parking violations, 146,980; supplementary processes, 2,278; number of persons committed, 3,019; number of persons on probation, 4,417; reciprocal support, 235.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$409,492 85	\$423,048 62	\$451,084 20	\$504,184 00	\$503,305 00	
2—Contractual Services . .	19,143 96	20,942 33	19,400 00	22,962 00	21,300 00	
3—Supplies & Materials . .	22,019 05	20,665 48	22,140 00	25,300 00	24,300 00	
4—Current Charges & Oblig's	786 00	1,138 05	1,145 00	1,035 00	1,035 00	
5—Equipment	781 89	522 59	2,000 00	—	—	
TOTALS	\$452,223 75	\$466,317 07	\$495,769 20	\$553,481 00	\$549,940 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$300,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$93,355 00	\$8,200 00	\$1,000 00	\$60 00	\$102,615 00

Personal Services: 2 full-time Justices, Chief Court Officer, 5 Court Officers. Services of Special Justice at simultaneous sessions, \$17,000.00.
Contractual Services: Telephone service, \$1,200.00; transportation of prisoners, \$7,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$700.00; uniforms for court officers, \$210.00; handcuffs, \$90.00.
Current Charges and Obligations: Premium on surety bonds, \$60.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
26	\$154,084 00	\$3,100 00	\$14,800 00	\$339 00	\$172,323 00

Personal Services: Clerk of Court, 6 Assistant Clerks of Court, Executive Secretary, 2 Head Clerks, 16 Clerical Employees, vacation supply, \$2,000.00.
Contractual Services: Telephone service, \$2,400.00; servicing of office equipment, \$400.00; towel service and cleaning, \$300.00.
Supplies and Materials: Postage, forms, cards and stationery, \$14,800.00.
Current Charges and Obligations: Rental of water cooler, \$96.00; rental of postage meter, \$166.00; premium on surety bonds and robbery and burglary insurance, \$77.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
39	\$255,866 00	\$10,000 00	\$8,500 00	\$636 00	\$275,002 00

Personal Services: Chief Probation Officer, 3 Assistant Chief Probation Officers, 16 Probation Officers, 4 Head Clerks, and 15 Clerical Assistants.

Contractual Services: Telephone service, \$2,400.00; servicing of office equipment, \$600.00; expenses of probation officers, \$7,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,500.00.

Current Charges and Obligations: Premium on surety bonds and robbery and burglary insurance, \$636.00.

D—PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	8	\$93,355 00	\$8,200 00	\$1,000 00	\$60 00	\$102,615 00
2. Maintenance of General Court Activities and Records	26	154,084 00	3,100 00	14,800 00	339 00	172,323 00
3. Supervision of Probationers	39	255,866 00	10,000 00	8,500 00	636 00	275,002 00
TOTALS	73	\$503,305 00	\$21,300 00	\$24,300 00	\$1,035 00	\$549,940 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 150,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 7,622; juvenile, 380; civil, 300; small claims, 3,500; automobile parking violations, 22,000; supplementary processes, 2,000; number of persons committed, 300; number of persons on probation during year, 500; remanding cases, 480.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$118,746 50	\$125,739 20	\$136,950 84	\$177,272 00	\$163,857 00	
2—Contractual Services . . .	3,968 99	4,433 14	4,600 00	5,700 00	5,200 00	
3—Supplies & Materials . . .	3,800 50	5,956 19	4,000 00	6,120 00	5,570 00	
4—Current Charges & Oblig's . . .	65 73	69 98	81 00	149 00	100 00	
5—Equipment	369 00	153 00	450 00	—	—	
TOTALS	\$126,950 72	\$136,351 51	\$146,081 84	\$189,241 00	\$174,727 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$115,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
4	\$45,582 00	\$1,560 00	\$570 00	\$47,712 00

Personal Services: Justice, Chief Court Officer, 2 Court Officers. Services of Special Justices at simultaneous sessions, \$5,960.00
Contractual Services: Telephone service, \$300.00; transportation of prisoners, \$1,250.00; towel service, \$10.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$500.00. Uniform for Court Officer, \$70.00

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$70,317 00	\$1,510 00	\$2,800 00	\$35 00	\$74,662 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Principal Clerks, 3 Clerical Assistants, and vacation supply for Clerk of Court, \$2,254.00.
Contractual Services: Telephone service, \$1,400.00; servicing of office equipment, \$50.00; towel service, \$60.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,800.00.
Current Charges and Oblig's : Premium on surety bond, \$35.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$47,958 00	\$2,130 00	\$2,200 00	\$65 00	\$52,353 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 4 Clerical Assistants, and vacation relief for Chief Probation Officer. \$1,027.00

Contractual Services: Telephone service, \$800.00; servicing of office equipment, \$50.00; expenses of probation officers, \$1,250.00; towel service, \$30.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00.

Current Charges and Obligations: Premium on surety bonds, \$65.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	4	\$45,582 00	\$1,560 00	\$570 00	—	\$47,712 00
2. Maintenance of General Court Activities and Records	11	70,317 00	1,510 00	2,800 00	\$35 00	74,662 00
3. Supervision of Probationers	8	47,958 00	2,130 00	2,200 00	65 00	52,353 00
TOTALS	23	\$163,857 00	\$5,200 00	\$5,570 00	\$100 00	\$174,727 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing a population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics for 1964: criminal cases, 7,323; juvenile, 51; civil, 701; small claims, 915; auto parking violations, 49,788; supplementary process, 546; number of persons committed, 188; number of persons on probation during year, 544; reciprocal support, 95.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$73,471 65	\$78,749 39	\$83,664 59	\$113,071 00	\$109,021 00	
2—Contractual Services . . .	1,212 68	1,672 51	1,625 00	1,875 00	1,675 00	
3—Supplies & Materials . . .	5,103 74	4,262 30	5,050 00	7,050 00	6,550 00	
4—Current Charges & Oblig's . . .	52 00	66 00	90 00	90 00	90 00	
5—Equipment	262 00	733 00	300 00	—	—	
TOTALS	\$80,102 07	\$85,483 20	\$90,729 59	\$122,086 00	\$117,336 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1964 \$90,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$36,908 00	\$625 00	\$350 00	\$37,883 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, vacation supply for Court Officers, \$12,000.

Contractual Services: Telephone service, \$200.00; repairs to office machines, \$25.00; transportation of prisoners, \$400.00.

Supplies and Materials: Food for prisoners, \$50.00; postage, forms, cards, and stationery, \$300.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$46,133 00	\$400 00	\$3,800 00	\$42 00	\$50,375 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, and vacation supply for Clerk of Court, \$2000.

Contractual Services: Telephone service, \$375.00, servicing of office equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,800.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$25,980 00	\$650 00	\$2,400 00	\$48 00	\$29,078 00

Personal Services: Chief Probation Officer, Probation Officer, 2 Clerical Assistants, and vacation supply for 2 Probation Officers, \$1,000.00.

Contractual Services: Telephone service, \$275.00; servicing of office equipment, \$25.00; transportation for probation officers, \$350.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,400.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	2	\$36,908 00	\$625 00	\$350 00	—	\$37,883 00
2. Maintenance of General Court Activities and Records	6	46,133 00	400 00	3,800 00	\$42 00	50,375 00
3. Supervision of Probationers	4	25,980 00	650 00	2,400 00	48 00	29,078 00
TOTALS	12	\$109,021 00	\$1,675 00	\$6,550 00	\$90 00	\$117,336 00

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 5,700; juvenile, 425; civil, 1,500; small claims, 1,300; automobile parking violations, 4,500; supplementary process, 800; number of persons committed, 150; number of persons on probation during year, 1,215; reciprocal support, 20.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$105,558 13	\$113,998 53	\$119,724 36	\$139,247 00	\$137,463 00	
—Contractual Services . . .	2,675 57	2,991 63	2,875 00	3,530 00	3,205 00	
—Supplies & Materials . . .	4,910 51	5,220 03	5,020 00	6,306 00	5,820 00	
—Current Charges & Oblig's . . .	119 60	66 25	128 00	150 00	150 00	
—Equipment	483 50	317 50	1,300 00	—	—	
TOTALS	\$113,747 31	\$122,593 94	\$129,047 36	\$149,233 00	\$146,638 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1964	<u>\$32,500 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$41,905 00	\$980 00	\$520 00	\$43,405 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, \$10,365.00.

Contractual Services: Telephone service, \$100.00; electricity, \$230.00; transportation of prisoners, \$550.00; towel service, \$100.00.

Supplies and Materials: Cleaning and custodial supplies, \$150.00; office supplies, \$300.00; uniform, \$70.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$49,092 00	\$990 00	\$2,800 00	\$60 00	\$52,942 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Clerical Assistants, Janitor, vacation supply for Clerk, \$1,202.00.

Contractual Services: Telephone service, \$700.00; electricity, \$150.00; servicing of equipment, \$140.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,800.00.

Current Charges and Obligations: Premium on surety bond, \$60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$46,466 00	\$1,235 00	\$2,500 00	\$90 00	\$50,291 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 3 Clerical Assistants.

Contractual Services: Telephone service, \$900.00; electricity, \$200.00; servicing of equipment, \$60.00; expenses of probation officers, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,500.00.

Current Charges and Obligations: Premium on surety bonds, \$90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administration of Justice	3	\$41,905 00	\$980 00	\$520 00	—	\$43,405 00
2. Maintenance of General Court Activities	8	49,092 00	990 00	2,800 00	\$60 00	52,942 00
3. Supervision of Probationers	7	46,466 00	1,235 00	2,500 00	90 00	50,291 00
TOTALS	18	\$137,463 00	\$3,205 00	\$5,820 00	\$150 00	\$146,638 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the county, including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$45,517 56	\$45,475 45	\$47,521 43	\$48,678 00	\$48,678 00	
—Contractual Services	3,689 09	3,774 75	4,160 00	4,045 00	4,045 00	
—Supplies & Materials	1,260 52	1,180 67	1,450 00	1,435 00	1,435 00	
—Current Charges & Oblig's	10 00	10 00	10 00	10 00	10 00	
—Equipment	55 00	85 00	—	—	—	
TOTALS	\$50,532 17	\$50,525 87	\$53,141 43	\$54,168 00	\$54,168 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$25,336 00	\$3,260 00	\$935 00	\$10 00	\$29,541 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$950.00; repairing and servicing of equipment, \$175.00; travel expenses, \$2,135.00.

Supplies and Materials: Laboratory supplies, \$300.00; forms, cards, and stationery, \$360.00; miscellaneous supplies, \$275.00.

Current Charges and Obligations: Premium on Surety Bond, \$10.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and maintenance of pertinent records. During the year 1963, 1,903 bodies were received, 251 autopsies were performed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$23,342 00	\$785 00	\$500 00	\$24,627 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$450.00; repairs and servicing of equipment, \$315.00; freight and express charges, \$20.00.

Supplies and Materials: Automotive supplies and materials, \$350.00; chemical, laundry, and custodial supplies, \$100.00; general operating supplies, \$50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Determination of Cause and Manner of Death	4	\$25,336 00	\$3,260 00	\$935 00	\$10 00	\$29,541 00
Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	23,342 00	785 00	500 00	—	24,627 00
TOTALS	9	\$48,678 00	\$4,045 00	\$1,435 00	\$10 00	\$54,168 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 775, and 184 autopsies are made.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$24,658 94	\$23,918 47	\$27,692 75	\$29,441 00	\$29,441 00	
2—Contractual Services . . .	1,586 12	1,601 11	1,800 00	2,000 00	2,000 00	
3—Supplies & Materials . . .	641 94	734 20	1,750 00	1,980 00	1,780 00	
4—Current Charges & Oblig's	233 50	310 50	311 00	318 00	318 00	
5—Equipment	—	—	85 00	—	—	
TOTALS	\$27,120 50	\$26,564 28	\$31,638 75	\$33,739 00	\$33,539 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$29,441 00	\$2,000 00	\$1,780 00	\$318 00	\$33,539 00

Personal Services: Medical Examiner, Head Clerk, Principal Clerk, Principal Medical Stenographer, Mortuary Attendant.

Contractual Services: Telephone service, \$800.00; servicing of equipment, \$200.00; freight and express charges, \$100.00; witness fees autopsies, \$900.00.

Supplies and Materials: Automotive supplies, \$330.00; laboratory supplies, \$600.00; postage, forms, cards, and stationery, \$350.00; general operating supplies and materials, \$500.00.

Current Charges and Obligations: Rental for storage of car, \$300.00; premium on surety bonds, \$15.00; automobile registration, \$3.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$4,039 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
—Contractual Services . .	581 00	621 00	865 00	865 00	865 00	
—Supplies & Materials . .	120 60	—	125 00	225 00	225 00	
—Current Charges & Oblig's	14 00	—	18 00	18 00	18 00	
TOTALS . . .	\$4,755 40	\$4,660 80	\$5,048 00	\$5,148 00	\$5,148 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$225 00	\$18 00	\$5,148 00

Personal Services: Associate Medical Examiner; Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$400.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage and office supplies, \$75.00; miscellaneous supplies, \$100.00.

Current Charges and Obligations: Premium on surety bond, \$18.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$4,039 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
2—Contractual Services . . .	465 00	465 00	865 00	865 00	865 00	
3—Supplies & Materials . . .	71 80	17 25	125 00	125 00	125 00	
4—Current Charges & Oblig's	8 00	17 50	17 50	18 00	18 00	
TOTALS . . .	\$4,584 60	\$4,539 55	\$5,047 50	\$5,048 00	\$5,048 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$18 00	\$5,048 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$400.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage, forms, cards, and stationery, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$18.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be duly appropriated. These amounts must be used to purchase books and maintain the library. The library is located in the Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Supplies & Materials	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted by them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . .	\$50,898 76	\$50,648 16	\$54,700 00	\$54,700 00	\$54,700 00	
3—Supplies & Materials . .	260 98	143 70	300 00	300 00	300 00	
TOTALS . . .	\$51,159 74	\$50,791 86	\$55,000 00	\$55,000 00	\$55,000 00	

C — PROGRAM

I. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$54,700 00	\$300 00	\$55,000 00

Contractual Services: Telephone service, \$141.00; transportation expenses for doctors and commitment officers, \$14,884.00; fees paid to doctors, experts, and witnesses for services, \$39,675.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

District Courts	\$82,500 00
House of Correction	66,300 00
Superior Court	47,000 00
Municipal Court of the City of Boston	42,100 00
County Court House	11,000 00
Jail	9,800 00
Registry	7,300 00
Medical Examiner Service, Northern Division	5,500 00
	<hr/>
	\$271,500 00

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities-						
County	\$206,313 54	\$219,153 53	\$215,000 00	\$271,500 00	\$271,500 00	<hr/>

DEPARTMENTAL EQUIPMENT—COUNTY

3—14—50

The equipment appropriated for all county departments is consolidated in one account with supporting data outlined below designating the allocation to each county department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget	Approved
					Recommended by Mayor	
5—Equipment . . .	\$16,933 52	\$20,754 69	\$29,856 00	\$91,296 00	\$66,172 00	

B — DEPARTMENT ALLOCATION

Department	Allocation
Registry of Deeds	\$350 00
County Court House (Custodian)	9,176 00
Buildings Division, Real Property Department	400 00
Jail	6,625 00
House of Correction, Penal Institutions Department	200 00
Supreme Judicial Court	500 00
Superior Court General Expenses	4,425 00
Clerks Office, Superior Court, Civil Session	1,800 00
Criminal Session, Superior Court	3,300 00
Municipal Court, City of Boston	21,700 00
Boston Juvenile Court	1,116 00
Probate Court	1,900 00
Probation Department, Superior Court, Criminal Session	2,170 00
District Courts:	
Charlestown	800 00
East Boston	500 00
South Boston	1,980 00
Dorchester	1,025 00
Roxbury	2,700 00
West Roxbury	1,300 00
Brighton	450 00
Chelsea	1,050 00
Medical Examiner Service, Southern Division	285 00
Medical Examiner Service, Northern Division	2,120 00
Associate Medical Examiner Service, Northern Division	300 00
	<u>\$66,172 00</u>

INCOME DEPARTMENT BUDGETS SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$147,339 00	\$153,498 00	\$154,301 00	\$177,638 00	\$167,800 00	
-Contractual Services . .	4,357 00	6,472 00	4,303 00	4,322 00	4,322 00	
-Supplies & Materials . .	16,048 00	16,088 00	19,616 00	19,804 00	19,804 00	
-Current Charges & Oblig's	3,271 00	3,283 00	4,724 00	4,991 00	4,991 00	
-Equipment	170 00	170 00	180 00	—	—	
TOTALS	\$171,185 00	\$179,511 00	\$183,124 00	\$206,755 00	\$196,917 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services No.	Amount	Current Charges	Total
6	\$32,850 00	\$700 00	\$33,550 00

Personal Services: Assistant Collector-Treasurer, Water Lien Supervisor, Head Clerk and Secretary, and 3 Clerical Employees.

2. COLLECTION OF WATER CHARGES

Receives and gives receipts for monies paid, tabulates, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	\$121,580 00	\$1,993 00	\$19,449 00	\$4,239 00	\$147,261 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: 1 Senior Accountant, 2 Statistical Machine Operators, Principal Account Clerk, Assistant Supervisor of Statistical Machines.

Deputy Section: 11 Deputy Collectors.

Tellers Section: 3 Tellers.

Central Mailing Section: Principal Clerk.

Motor Vehicle Cancellation Section: Head Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$1,830.00. Overtime: auditing project, \$4,800.00.

Contractual Services: Repair and maintenance of office machines, \$1,508.00; transportation, \$65.00; freight charges, \$80.00; printing and binding \$340.00.

Supplies and Materials: Postage, \$15,750.00; cards, forms, and stationery, \$3,482.00; microfilm and Recordak spools, \$217.00.

Current Charges and Obligations: Premiums on surety bonds, \$915.00; rental postage meter, \$144.00; rental tabulator, \$2,250.00; rental interpreter, \$176.00; rental punch machines, \$364.00; rental post office box, \$15.00; rental reproducer, \$375.00.

3. ESTABLISHING TAX TITLE ON REAL ESTATE WHERE WATER CHARGES ADDED TO REAL ESTATE TAX ARE UNPAID

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$13,370 00	\$2,329 00	\$355 00	\$52 00	\$16,106 00

Personal Services: Principal Clerk, Senior Clerk, Senior Account Clerk, Temporary Employees, \$1,170.00.

Contractual Services: Advertising and posting, \$1,450.00; recording and judicial services, \$850.00; printing, \$29.00.

Supplies and Materials: Postage, \$250.00; forms, \$105.00.

Current Charges: Premiums on surety bonds, \$52.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services . . .	6	\$32,850 00	—	—	\$700 00	\$33,550 00
2. Collection of Water Charges	21	121,580 00	\$1,993 00	\$19,449 00	4,239 00	147,261 00
3. Establishing Tax Title on Real Estate Where Water Charges Added to Real Estate Tax Are Unpaid	3	13,370 00	2,329 00	355 00	52 00	16,106 00
TOTALS	30	\$167,800 00	\$4,322 00	\$19,804 00	\$4,991 00	\$196,917 00

COLLECTING DIVISION, TREASURY DEPARTMENT (Sewer Service)

1-01-37

Mails bills for sewer service in various properties throughout the city, receives payments and maintains financial records.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	—	\$20,204 00	\$15,902 00	\$19,760 00	\$19,760 00	
2—Contractual Services	—	1,900 00	1,900 00	2,125 00	2,125 00	
3—Supplies & Materials	—	6,896 00	6,896 00	7,137 00	7,137 00	
4—Current Charges & Oblig's	—	—	3,119 00	3,144 00	3,144 00	
TOTALS	—	\$29,000 00	\$27,817 00	\$32,166 00	\$32,166 00	

B — DEPARTMENTAL REVENUES

(Sewer revenues are shown in Sewer Service Section of the budget.)

C — PROGRAMS

Sewer Use Assessments

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$19,760 00	\$2,125 00	\$7,137 00	\$3,144 00	\$32,166 00

Personal Services: Teller, Principal Account Clerk, Statistical Machine Operator, Temporary Employees, \$1,110.00; Overtime, \$5,000.00.

Contractual Services: Repairs and servicing of equipment, \$588.00; transportation of Deputy Collectors and mail, \$55.00; freight charges, \$50.00; advertising, \$700.00; recording and judicial services, \$480.00; binding, \$252.00.

Supplies and Materials: Postage, \$5,500.00; forms, cards, and stationery, \$1,546.00; microfilm, \$91.00.

Current Charges: Premiums on surety bonds, \$105.00; rentals—postage meter, \$144.00; Post Office box, \$10.00; tabulator, \$2,250.00; reproducer, \$375.00; interpreter, \$176.00; key punch machine, \$84.00.

ADMINISTRATIVE SERVICES DEPARTMENT, DATA PROCESSING UNIT (WATER SERVICE)

1-01-49

Prepares the bills, each quarter, for mailing, for water consumed in various properties throughout the city.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	—	—	\$37,744 00	\$37,616 00	\$37,500 00	
Contractual Services . .	—	—	—	99 00	99 00	
Supplies and Materials .	—	—	6,920 00	9,790 00	9,000 00	
Current Charges & Oblig's	—	—	27,770 00	33,900 00	33,900 00	
Equipment	—	—	4,455 00			
TOTALS	—	—	\$76,889 00	\$81,405 00	\$80,499 00	

B—DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C—PROGRAMS

1. PREPARATION OF WATER BILLS

Prepares for mailing all water bills, demands, and delinquent notices.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Total
Amount \$37,500 00	\$99 00	\$9,000 00	\$33,900 00	\$80,499 00

Personal Services: 30 percent of personnel requirements of the entire unit, \$27,000.00. Overtime, \$10,500.00.

Contractual Services: Travel expense for IBM school, \$99.00.

Supplies and Materials: Forms, cards, and stationery, \$8,000.00; miscellaneous supplies and materials, \$1,000.00.

Current Charges and Obligations: Rental of equipment as per contract, \$33,900.00.

ADMINISTRATIVE SERVICES DEPARTMENT, DATA PROCESSING UNIT (SEWER SERVICE)

1-01-49

Prepares bills for sewer service in various properties throughout the city.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	—	—	\$17,807 00	\$16,250 00	\$16,200 00	
2—Contractual Services . .	—	—	—	43 00	43 00	
3—Supplies & Materials . .	—	—	2,488 00	4,072 00	3,700 00	
4—Current Charges & Oblig's	—	—	11,571 00	14,600 00	14,600 00	
5—Equipment	—	—	3,195 00			
TOTALS	—	—	\$35,061 00	\$34,965 00	\$34,543 00	

B — DEPARTMENTAL REVENUES

(Sewer revenues are shown in Sewer Service Section of the budget.)

C — PROGRAMS

1. PREPARATION OF ALL SEWER ASSESSMENT BILLS, DEMANDS, AND DELINQUENT NOTICES

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Total
Amount \$16,200 00	\$43.00	\$3,700 00	\$14,600 00	\$34,543 00

Personal Services: 13 per cent of total personnel requirements of this entire unit, \$11,700.00. Overtime, \$4,500.00.

Contractual Services: Travel expense for IBM school, \$43.00.

Supplies and Materials: Forms, cards, and stationery, \$3,000.00; miscellaneous supplies, \$700.00.

Current Charges and Obligations: Rental of equipment as per contract, \$14,600.00.

SANATORIUM DIVISION, HOSPITAL DEPARTMENT

3-06-21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering from pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which contain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

Effective January 1, 1963 the Sanatorium entered into a contract with the Massachusetts Department of Public Health to provide care and treatment of patients as outlined under the provisions of Chapter 608 of the Acts of 1961.

An Out-Patient Clinic, being operated jointly by the City of Boston Health Department and the Sanatorium Division, is conducted two days a week. An average of 45 patients are treated at the clinic weekly. The Sanatorium is also providing out-patient care for patients from Chelsea, Revere, and Winthrop under a temporary contract. The Sanatorium X-ray department is now doing the laminography for the Boston Health Department.

A treatment and rehabilitation center for tubercular alcoholics, combining psycho-therapy, alcoholics anonymous and specific medication, has been established.

A—BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,660,143 66	\$1,740,203 48	\$1,857,392 62	\$1,966,000 00	\$1,941,700 00	
2—Contractual Services . . .	70,797 23	62,657 50	130,375 00	221,410 00	121,165 00	
3—Supplies & Materials . . .	349,568 14	360,462 41	386,400 00	436,675 00	413,950 00	
4—Current Charges & Oblig's	257 80	237 20	750 00	300 00	300 00	
5—Equipment	21,150 44	10,052 26	19,500 00	—	—	
7—Structures & Improvements	—	925 00	22,750 00	458,700 00	41,500 00	
8—Land & Improvements	—	—	—	5,000 00	1,000 00	
TOTALS	\$2,101,917 27	\$2,174,537 85	\$2,417,167 62	\$3,088,085 00	\$2,519,615 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$2,529,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
34	\$115,700 00	\$11,310 00	\$3,400 00	\$80 00	\$130,490 00
Personal Services: Performance under this program is divided among the following sections or units:					
Administrative: Superintendent and Medical Director.					
General Services:					
Administration: Senior Administrative Assistant, Head Clerk.					
Admitting: Principal Clerk and Typist, Senior Clerk and Typist, 3 Clerks.					
Payroll: Personnel Officer, 2 Principal Account Clerks, Clerk and Typist (Part Time).					
Storeroom: Principal Storekeeper, Storekeeper, Senior Hospital House Worker, Hospital House Worker.					
Telephone: Senior Telephone Operator, 4 Telephone Operators.					
General: 2 Principal Account Clerks, Principal Clerk and Typist, Senior Clerk and Stenographer, 3 Senior Clerks and Typist, Clerk and Typist.					
Religious: Resident Chaplain, 2 Chaplains (Part Time), Organist, Organist (Part Time).					
Temporary Employees, \$1,700.00.					
Overtime, \$1,000.00.					
Contractual Services: Telephone service, \$8,500.00; repairs and servicing of office machines, \$800.00; travel expenses and attendance at conventions, \$1,000.00; advertising, \$200.00; services of motion picture operator, \$400.00; services of chaplain (vacation coverage), \$290.00; blueprinting and duplicating, \$100.00; freight and express charges, \$20.00.					
Supplies and Materials: Household supplies, \$600.00; postage, forms, cards, and stationery, \$2,600.00; twine, paper, miscellaneous supplies and materials, \$200.00.					
Current Charges and Obligations: Premiums on surety bonds, \$60.00; dues and subscriptions, \$20.00.					

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, and nursing care of the patients. Extensive antibiotic therapy is employed; pneumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy are provided; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing for students from 3 affiliated schools of nursing. A Psychiatric Unit, a Pharmacy, Medical Social Work Division, and Medical Records Section are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
258	\$1,003,000 00	\$10,125 00	\$109,800 00	\$210 00	\$1,123,135 00

Sanatorium Division, Hospital Department—Continued

Personal Services: Performance under this program is divided among the following sections or units:

Medical Administration Section: Chief of Staff, Chief Resident Physician and Executive Assistant.

Nursing Administration Section: Superintendent of Nurses, 3 Assistant Superintendents of Nurses, 2 Night Supervisors of Nurses.

General Care:

Medical: 5 Senior Staff Physicians, 3 Visiting Physicians.

Nursing: 14 Head Nurses, 25 Graduate Registered Nurses, 2 Graduate Nonregistered Nurses, 24 Licensed Practical Nurses, 6 Graduate Registered Nurses (part time), 6 Patient Male Nurses, 24 Medical Workers, 86 Hospital Medical Workers.

Operating Room:

Medical: Thoracic Surgeon in Chief, Resident Surgeon, 2 Rotating Resident Surgeons.

Nursing: Supervisor of Operating Room, 2 Head Nurses, Senior Hospital Medical Worker.

Medical Records Section: Medical Records Librarian, 4 Clerical Employees.

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.

Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, 2 Clerical Employees.

Clinical and Physiological Laboratories: Principal Bacteriologist, Junior Bacteriologist, 3 Laboratory Technicians, Senior Hospital Medical Worker, Graduate Registered Nurse.

Special Professional Services:

X-Ray Department: Visiting Roentgenologist, 2 Principal X-Ray Technicians, Hospital Medical Worker.

Occupational Therapy: Senior Occupational Therapist, 3 Occupational Therapists.

Dental: Visiting Dental Surgeon, Dental Hygienist.

Pharmacy Department: Senior Hospital Medical Worker.

Physiotherapy Department: Head Nurse Physiotherapist.

Otolaryngological Clinic: Visiting Laryngologist.

Eye Clinic: Visiting Ophthalmologist.

Psychiatric Clinic: Clinical Psychologist (part time), Chief Resident Psychiatrist (part time), 4 Resident Psychiatrists (part time).

Tuberculosis Alcoholic Program: Alcoholism Co-ordinator, Liaison Agent to Alcoholism Co-ordinator, Rehabilitation Counsellor, Medical Social Worker, Occupational Therapist, Senior Clerk and Stenographer.

Ambulance Section: Garage Foreman, Chauffeur.

Overtime, \$30,000.00.

Contractual Services: Repairs and servicing of medical and hospital equipment, \$5,000.00; travel expenses, \$725.00; laboratory consultant at \$35.00 per visit, \$2,500.00; service charge for Red Cross blood, \$1,500.00; miscellaneous, \$400.00.

Supplies and Materials: Automotive supplies, \$200.00; household supplies, \$500.00; medical, surgical, and dental supplies, \$100,000.00; office supplies, \$2,100.00; wearing apparel, \$3,500.00; occupational therapy supplies, \$3,500.00.

Current Charges and Obligations: Dues and subscriptions, \$210.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 1,600 meals are prepared in the main kitchen daily. Food for patients of 14 of the wards is delivered in electrically-heated food trucks. About 300 meals are served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
97	\$353,000 00	\$1,225 00	\$232,550 00	\$4 00	\$586,779 00

Personal Services: Performance under this program is divided among the following sections or units:

Administrative: Head Dietitian, 2 Dietitians.

Main Kitchen: Chef, Sanatorium, 3 Head Hospital Kitchen Workers (Cooks), 5 Principal Hospital Kitchen Workers (Cooks), 13 Senior Hospital Kitchen Workers (Cooks), 2 Senior Hospital Kitchen Workers, 14 Hospital Kitchen Workers.

Bake Shop: Head Hospital Kitchen Worker (Baker), 4 Principal Hospital Kitchen Workers (Bakers).

Butcher Shop: Head Hospital Kitchen Worker (Meat Cutter), Principal Hospital Kitchen Worker (Meat Cutter), Senior Hospital Kitchen Worker (Meat Cutter).

Refrigerator Section: 3 Senior Hospital Kitchen Workers.

Vegetable Room: Senior Hospital Kitchen Worker (Cook), 4 Hospital Kitchen Workers.

Diet Kitchen: 5 Senior Hospital Kitchen Workers (Cooks).

Truck and Cleaning Section: Principal Hospital Kitchen Worker, 10 Hospital Kitchen Workers, 3 Hospital House Workers.

Cafeteria Section: Principal Hospital Kitchen Worker, Senior Hospital Kitchen Worker, 19 Hospital Kitchen Workers.

Overtime, \$13,000.00.

Contractual Services: Repairs and servicing of kitchen equipment, \$1,200.00; miscellaneous, \$25.00.

Supplies and Materials: Food supplies, \$225,000.00 (meats, \$73,500.00, fish, \$3,600.00, dairy products, \$50,000.00, groceries, \$22,200.00, eggs, \$21,500.00, vegetables, \$21,000.00, fruits, \$20,400.00, flour and cereals, \$7,000.00, service charges on surplus commodities, \$500.00, miscellaneous, \$300.00); household supplies, \$6,400.00; office supplies, \$150.00; miscellaneous, \$1,000.00.

Current Charges and Obligations: Permits, \$4.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies the heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres of grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in the Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 70,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Land and Nonstructural Improvements to Land	Total
129	\$470,000 00	\$98,505 00	\$68,200 00	\$6 00	\$41,500 00	\$1,000 00	\$679,211 00

Personal Services: Performance under this program is divided among the following sections or units:

Plant Operation and Maintenance Section:

Administrative: Plant Superintendent, Sanatorium, Chief Power Plant Engineer, Sanatorium, 5 Third Class Stationary Engineer, 6 Steam Firemen.

Grounds: Hospital Grounds Foreman, Motor Equipment Operator and Laborer, 6 Laborers (Hospital), Senior Hospital House Worker (Grounds).

Maintenance Section: Electrician, 2 Maintenance Mechanics (Carpenters), Maintenance Mechanic (Plumber), Maintenance Mechanic (Steamfitter), 2 Maintenance Mechanics (Painters), 3 Maintenance Mechanic Helpers, 3 Watchmen, 4 Elevator Operators.

Housekeeping Section:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.

Cleaning: 7 Senior Hospital House Workers, 56 Hospital House Workers.

Medical and Surgical Storeroom: Senior Hospital House Worker.

Linen Room: Senior Hospital House Worker (Sewing).

Laundry Section: Laundry Supervisor, Principal Hospital Laundry Worker, Senior Hospital House Worker (Sewing), 5 Senior Hospital Laundry Workers, 14 Hospital Laundry Workers.

Overtime, \$16,000 00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$3,500.00; repairs and maintenance of buildings, \$60,000.00 (carpentry, \$8,500.00; electrical, \$3,000.00, plumbing and steamfitting, \$8,000.00, painting, \$10,000.00, plastering, \$12,000.00, elevator maintenance contract, \$7,500.00, roofing repairs, \$6,000.00, miscellaneous, \$5,000.00); repairs and servicing of equipment, \$8,000.00; miscellaneous services, \$9,005.00.

Supplies and Materials: Automotive supplies, \$450.00; heating supplies, \$36,800.00; household supplies, \$19,000.00; office supplies, \$150.00; building supplies, \$6,000.00; general operating supplies, \$900.00; repair parts, \$1,000.00; tools and instruments, \$600.00; wearing apparel, \$200.00; miscellaneous, \$3,100.00.

Current Charges and Obligations: Motor vehicle registration, \$6.00.

Structures and Improvements: Installation of fire protection and safety renovations, \$21,500.00; electrical, plumbing and other renovations, \$20,000.00.

Land and Landscaping Sanatorium Grounds, \$1,000.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improve- ments	Land and Nonstruc- tural Im- provements to Land	Total
1. Administrative and General Services	34	\$115,700 00	\$11,310 00	\$3,400 00	\$80 00	—	—	\$130,490 00
2. Professional Care of Patients	258	1,003,000 00	10,125 00	109,800 00	210 00	—	—	1,123,135 00
3. Dietary Planning, Preparation, and Serving of Meals	97	353,000 00	1,225 00	232,550 00	4 00	—	—	586,779 00
4. Maintenance of Household and Property	129	470,000 00	98,505 00	68,200 00	6 00	\$41,500 00	\$1,000 00	679,211 00
	518	\$1,941,700 00	\$121,165 00	\$413,950 00	\$300 00	\$41,500 00	\$1,000 00	\$2,519,615 00

SEWER SERVICE — PUBLIC WORKS DEPARTMENT

3-03-31

The Sewer Division is charged with the responsibility of the disposal of the industrial, commercial and domestic wastes of the City as well as the disposal of storm and surface waters from the highways. To accomplish this purpose, requires that it be a member of both the North and South Metropolitan Systems and maintains its own disposal plant. This latter plant maintains a pumping station and storage basins for the disposal of about 112,000,000 gallons of sewage per day. Two minor pumping stations are also in operation. It maintains 1,343.15 miles of common sewers and surface drains and 25,271 catch basins.

The Sewer Division carries on a sewer construction program amounting to between one half and one million dollars annually. Payment is made by a bond issue maturing in thirty years. Abutters are assessed for sewer construction, but not for maintenance, which is paid from the annual budget.

In December 1961 the Boston City Council passed an ordinance establishing annual charges for the use of the common sewers.

Under this ordinance, the annual charge for the use of common sewers of the city by every estate in the city, having one or more particular sewers discharging into such common sewers is hereby established as a primary charge of five dollars, an additional charge of one dollar for every thousand cubic feet of water supplied by the city to such estate and billed in the calendar year in which the charge established by this ordinance is assessed.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$501,466 00	\$538,463 00	\$599,502 92	\$626,923 00	\$602,000 00	
—Contractual Services . .	135,574 00	156,064 00	141,177 00	168,656 00	155,161 00	
—Supplies and Materials . .	26,895 00	48,850 00	51,611 00	61,309 00	42,914 00	
—Current Charges & Oblig's	1,481 00	8,937 00	12,240 00	12,173 00	12,173 00	
—Equipment	356 00	28,454 00	25,324 00	—	—	
—Structures & Improvements	150,117 00	—	—	150,000 00	—	
TOTALS	\$815,889 00	\$780,768 00	\$829,854 92	\$1,019,061 00	\$812,248 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from sewer use charge, fees, etc. \$2,800,000 00

C — PROGRAMS

1. SEWER DIVISION

Responsible for all sewer operations, including construction.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
122	\$515,000 00	\$136,035 00	\$18,171 00	\$11,972 00	\$681,178 00

Personal Services:

Administrative: Division Engineer, Head Administrative Clerk, Head Clerk, Principal Clerk and Stenographer, Principal Clerk, Senior Clerk and Stenographer.

Construction Section: Associate Civil Engineer, Senior Civil Engineer, 4 Assistant Civil Engineers, 3 Junior Civil Engineers, 6 Sewer Construction Inspectors, 5 Senior Engineering Aides.

Maintenance Section: Associate Civil Engineer, Senior Civil Engineer, Superintendent of Sewer Maintenance, Chief Sewer Pumping Station Operator, Supervisor of Sewer Maintenance, 4 Sewer Maintenance Foremen, 6 Sewer Construction Inspectors, Working Foreman Maintenance Mechanic (Mason), 2 Electrician Operators, 5 Sewer Pumping Station Operators, 2 Maintenance Mechanics (Carpenter), 4 Maintenance Mechanics (Mason), 2 Maintenance Mechanics (Millwright), 3 Special Heavy Motor Equipment Operators, 3 Sewer Service Repairmen, 6 Working Foremen-Sewer Cleaners, Senior Storekeeper, Yard Clerk, 8 Sewer Cleaners, 10 Assistant Sewer Pumping Station Operators, 9 Sewer Gatemen, 11 Motor Equipment Operators and Laborers, Maintenance Mechanic Helper, 12 Public Works Laborers. Overtime, \$19,000.00.

Contractual Services: Telephone, \$300.00; electricity, pumping stations and underpasses, \$98,154.00; emergency repairs, sewers and catch basins, \$25,000.00; emergency repairs, pumps and gates, \$10,000.00; repairs to instruments and equipment, \$706.00; travel expenses, Sewer Inspectors, \$1,314.00; advertising and inspections of high tension switches, \$561.00.

Supplies and Materials: Heating supplies, \$3,915.00; general operating supplies, \$14,256.00.

Current Charges and Obligations: Court judgments and Law Department awards for damages, \$10,000.00; rents, City of Quincy, \$950.00; rental of equipment, \$1,022.00.

2. ADMINISTRATIVE AND ENGINEERING

Supervision, direction and engineering of all sewer activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	\$18,000 00	\$436 00	\$1,802 00	\$25 00	\$20,263 00

Contractual Services: Repairs and servicing equipment, \$44.00; transportation, \$231.00; miscellaneous, \$161.00.

Supplies and Materials: Office supplies, \$1,400.00; miscellaneous supplies, \$402.00.

Current Charges and Obligations: Subscriptions, \$25.00.

3. PLANT AND EQUIPMENT MAINTENANCE

This section responsible for the maintenance of sewer plant and equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	\$48,000 00	\$12,539 00	\$22,391 00	\$176 00	\$83,106 00

Personal Services: Overtime, \$1,000.00.

Contractual Services: Telephone, \$1,280.00; electricity, \$1,846.00; repairs, buildings and structures, \$850.00; repairs, servicing of equipment, \$3,250.00; travel expenses, \$35.00; advertising, \$278.00.

Supplies and Materials: Automotive supplies and materials, \$15,197.00; heating supplies, \$2,085.00; household supplies, \$279.00; medical and hospital supplies, \$38.00; general operating supplies and materials, \$4,792.00.

Current Charges and Obligations: Dues and subscriptions, \$176.00.

4. HIGHWAYS REPAIRS AND PATCHING

This section is responsible for the evacuation and repair of sewer trenches throughout city and permanent and temporary patching.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
—	\$21,000 00	\$6,151 00	\$550 00	\$27,701 00

Contractual Services: Repairs and patching, \$6,151.00.

Supplies and Materials: Patching materials, \$550.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Sewer Division	122	\$515,000 00	\$136,035 00	\$18,171 00	\$11,972 00	\$681,178
2. Administrative and Engineering	—	18,000 00	436 00	1,802 00	25 00	20,263
3. Plant and Equipment Maintenance	—	48,000 00	12,539 00	22,391 00	176 00	83,106
4. Highways Repairs and Patching	—	21,000 00	6,151 00	550 00	—	27,701
TOTALS	122	\$602,000 00	\$155,161 00	\$42,914 00	\$12,173 00	\$812,248

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

3-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$266,521 44	\$244,076 79	\$290,000 00	\$372,586 00	\$345,000 00	
—Contractual Services . .	13,848 40	22,943 00	22,000 00	26,875 00	22,700 00	
—Supplies & Materials . .	21,478 97	18,284 22	26,860 00	24,500 00	22,360 00	
—Current Charges & Oblig's	70 00	105 00	105 00	120 00	120 00	
—Equipment	567 00	20,144 48	35,000 00	—	—	
—Land & Nonstructural Im- provements to Land . .	38,668 28	45,477 85	50,000 00	70,000 00	50,000 00	
TOTALS	\$341,154 09	\$351,031 34	\$423,965 00	\$494,081 00	\$440,180 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 \$500,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$33,480 00	\$1,075 00	\$650 00	\$120 00	\$35,325 00

Personal Services: 2 Supervisors of Cemeteries, Head Clerk, 3 Clerical Employees.

Contractual Services: Repairs to office machines, \$200.00; travel expenses, \$400.00; advertising and posting, \$25.00; printing and binding, \$450.00.

Supplies and Materials: Cleaning and custodial supplies, \$50.00; postage and miscellaneous office supplies, \$600.00.

Current Charges and Obligations: Premiums on bonds for employees, \$120.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Land and Improvements	Total
60	\$311,520 00	\$21,625 00	\$21,710 00	\$50,000 00	\$404,855 00

Personal Services: 4 Cemetery Foremen, Maintenance Mechanic (Machinist), Maintenance Mechanic (mason), Maintenance Mechanic (Painter), 4 Heavy Motor Equipment Operators, 7 Motor Equipment Operators, 2 Gardeners, 34 Grave Diggers, 3 Laborers, Matron, 2 Clerical Employees.

Contractual Services: Telephone services, \$1,200.00; electricity, \$1,300.00; miscellaneous repairs to buildings, \$10,000.00 (carpentry \$800.00, electrical \$600.00, plumbing and steamfitting \$600.00, repairs to building at Mount Hope, \$8,000.00); repairs and servicing of cemetery equipment, \$5,800.00; travel expenses, \$300.00; repairs to flagpoles, tree work, trimming and other miscellaneous contractual services, \$3,025.00.

Supplies and Materials: Gasoline and oil, \$3,700.00; tires and tubes, \$900.00; miscellaneous automotive repair parts, \$400.00; food supplies, \$150.00; fuel and heating supplies, \$3,000.00; cleaning and custodial supplies, \$50.00; medical supplies, \$10.00; building supplies, \$1,000.00; non-automotive repair parts, \$2,000.00; tools, \$1,500.00; wearing apparel, \$100.00; general operating supplies and materials, \$8,900.00.

Cemetery Division, Parks and Recreation Department—Continued

Land and Improvements:

DEVELOPMENT OF MOUNT HOPE CEMETERY (\$28,000.00)

Continued development of new sections in Mount Hope Cemetery as follows:

World War I and World War II Veterans and Korean Veterans	\$6,000 00
Cedar Grove and Spruce Grove (single graves with P.C.)	9,000 00
Sections J, E and L	5,000 00
Construction of roads	8,000 00

DEVELOPMENT OF FAIRVIEW CEMETERY (\$12,000.00)

Development of new sections	\$4,000 00
New roads, drains, etc.	8,000 00

DEVELOPMENT OF EVERGREEN CEMETERY (\$10,000.00)

Development of new section	\$4,000 00
New roads, drains, etc.	6,000 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Land and Improvements	Total
1. Administrative and General Services	6	\$33,480 00	\$1,075 00	\$650 00	\$120 00	—	\$35,325
2. Care and Operation of Cemeteries	60	311,520 00	21,625 00	21,710 00	—	\$50,000 00	404,855
TOTALS	66	\$345,000 00	\$22,700 00	\$22,360 00	\$120 00	\$50,000 00	\$440,180

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,035.03 miles of supply and distributing water mains, more than 12,450 standard fire hydrants, approximately 94,322 water meters, and a high pressure fire service consisting of approximately 15 miles of pipe with approximately 73 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 117,187,200 gallons of water are used daily, which represents about 65 percent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$1,768,039 00	\$1,768,778 00	\$1,785,980 08	\$1,903,971 00	\$1,776,565 00	
—Contractual Services . .	433,083 00	443,983 00	637,395 00	711,802 00	654,682 00	
—Supplies & Materials . .	218,097 00	249,935 00	240,465 00	289,928 00	266,536 00	
—Current Charges & Oblig's	55,322 00	78,770 00	80,831 00	80,695 00	80,695 00	
—Equipment	71,004 00	128,488 00	170,000 00	—	—	
—Structures & Improvements	216,057 00	248,104 00	300,158 00	1,500,000 00	400,000 00	
TOTALS	\$2,761,602 00	\$2,918,058 00	\$3,214,829 08	\$4,486,396 00	\$3,178,478 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1964 (based on current rates) \$12,500,000 00

C — PROGRAMS

1. OPERATIONS

Supervision and direction of all department activities; office and field work relating to receiving, supplying water, installation, maintenance and repair of meters.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
294 \$1,360,018 00	\$301,600 00	\$176,193 00	\$80,150 00	\$400,000 00	\$2,317,961 00

Personal Services:

Administration: Division Engineer, Head Clerk.
Revenue Section: Water Revenue Supervisor, Head Account Clerk, Chief Water Meter Reader, 23 Clerical Employees, 4 Special Water Meter Readers; 18 Water Meter Readers.
Construction Section: Principal Civil Engineer, Assistant Civil Engineer, Junior Civil Engineer, 6 Water Revenue Inspectors, 2 Senior Engineering Aids.

Maintenance Section: Associate Civil Engineer, Senior Civil Engineer, Superintendent [of Water Distribution, 2 Assistant Superintendents of Water Distribution, 3 Supervisors of Water Maintenance, Supervisor of Shops, 2 Water Maintenance Foremen, Maintenance Mechanic Foreman, (Machine), Junior Civil Engineer, Head Clerk, Principal Storekeeper, 13 Water Service Inspectors, 6 Maintenance Mechanics (Machinist), 16 Maintenance Mechanics (Plumber), 2 Special Heavy Motor Equipment Operators, Maintenance Mechanic (Bricklayer), 7 Clerical Employees, 2 Senior Storekeepers, 17 Working Foremen Water Service Repairmen, 19 Heavy Motor Equipment Operators, 8 Water Meter Repairmen, 29 Water Service Repairmen, 6 Yard Clerks, 17 Maintenance Mechanics Helpers, 24 Water Service Maintenance Men, 45 Laborers, Garage Foreman, Yardmaster, 4 Provisional Clerical Employees.

Overtime: \$39,018.00.

Contractual Services: Telephone, \$1,000.00; Electricity, \$300.00; Earth excavation and refilling for installation, regulation or repair of division structures, \$220,000.00; Hydrant changes, \$30,000.00; Painting hydrants, \$20,000.00; Repairs to machines and tools, \$1,000.00; Office machine repairs, \$350.00; Travel expenses for labor force and meter readers, \$3,200.00; Advertising and posting, \$350.00; Blueprinting, \$600.00; Freight charges, \$100.00; Binding, \$4,700.00; Professional and technical services, \$20,000.00.

Supplies and Materials: Heating supplies, \$300.00; General operating supplies, \$2,810.00; Building supplies, \$4,117.00; Repair parts and materials, non-automotive, \$2,985.00; Tools and Instruments, \$4,616.00; Wearing apparel, \$1,367.00; Public Works supplies and materials, \$65,000.00; 100 post hydrants, \$15,000.00; Gates, \$5,700.00; Pipes, connections, tubing and tools, \$48,124.00; Cement, gravel, lead bricks, etc., \$6,174.00; Meter stock, \$20,000.00.

Current Charges and Obligations: Damages, judgments and losses, \$75,000.00; Rents, taxes and licenses, \$150.00; Rental of equipment, \$5,000.00.

Structures and Improvements: Extensions and improvement of water mains and structures, \$400,000.00.

Water Service—Continued

2. ADMINISTRATION AND ENGINEERING—Continued

Processing of applications for service: Engineering Section responsible for preparing designs, plans and specifications for the construction of water mains and other water appurtenances.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	\$77,039 00	\$1,855 00	\$7,467 00	\$105 00	\$86,466 00

Contractual Services: Repairs and servicing of equipment, \$181.00; Transportation, \$957.00; Miscellaneous contractual services, \$717.00.
Supplies and Materials: Office supplies, \$5,800.00; Miscellaneous supplies and materials, \$1,667 .00.

Current Charges and Obligations: Rentals and licenses, \$105.00.

3. PLANT AND EQUIPMENT MAINTENANCE

Responsible for maintenance of department shops and facilities and the attendant functions of this operation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	\$126,258 00	\$31,349 00	\$55,976 00	\$440 00	\$214,023 00

Personal Services: Overtime, \$4,647.00.

Contractual Services: Telephone, \$3,200.00; Light, heat and power, \$4,615.00; Repairs to plant, \$2,125.00; Repairs and servicing of equipment, \$20,625.00; Travel expenses, \$87.00; Miscellaneous contractual services, \$697.00.

Supplies and Materials: Automotive supplies and materials, \$37,993.00; Heating supplies, \$5,212.00; Household supplies and materials, \$697.00; Medical supplies, \$94.00; Miscellaneous plant and equipment maintenance supplies and materials, \$11,980.00.

Current Charges and Obligations: Miscellaneous current charges, \$440.00.

4. HIGHWAY REPAIRS AND PATCHING

Responsible for the repair and patching of all water service projects.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
—	\$213,250 00	\$319,878 00	\$26,900 00	\$560,028 00

Contractual Services: Highway Repairs and patching after excavations, \$319,878.00.

Supplies and Materials: Patching Materials, \$26,900.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
1. Operations	294	\$1,360,018 00	\$301,600 00	\$176,193 00	\$80,150 00	\$400,000 00	\$2,317,961 00
2. Administration and Engineering	—	77,039 00	1,855 00	7,467 00	105 00	—	86,466 00
3. Plant and Equipment Maintenance	—	126,258 00	31,349 00	55,976 00	440 00	—	214,023 00
4. Highway Repairs and Patching	—	213,250 00	319,878 00	26,900 00	—	—	560,028 00
Totals	294	\$1,776,565 00	\$654,682 00	\$266,536 00	\$80,695 00	\$400,000 00	\$3,178,478 00

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

This expense applicable to the Income Department is given in the following tabulation:

Water, Public Works Department	\$257,000 00
Sewer, Public Works Department	174,000 00
Collecting Division — Treasury Department	31,000 00
Cemetery, Parks and Recreation Department	29,000 00
	<hr/>
	\$491,000 00

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	Requested by Department	1964 Budget	
					Recommended by Mayor	Approved
Special Appropriation:						
Pensions and Annuities—						
Special (City)	\$265,687 16	\$477,023 13	\$475,000 00	\$491,000 00	\$491,000 00	

DEPARTMENTAL EQUIPMENT — INCOME

3-14-50

The equipment appropriated for all Income Departments is consolidated in one account with supporting data outlined below designating the allocation to each Income Department.

A — BUDGET SUMMARY

Group	1961 Expenditures	1962 Expenditures	1963 Appropriations	1964 Budget		Approve
				Requested by Department	Recommended by Mayor	
5—Equipment	\$93,247 44	\$184,330 35	\$257,654 00	\$354,128 00	\$302,028 00	

C — PROGRAM

Department	Allocation
Collecting Division, Treasury Department:	
Water Service	\$180 00
Administrative Services, Data Processing Unit:	
Water Service	1,500 00
Sewer Service	650 00
Hospital Department, Sanatorium Division	33,600 00
Public Works Department:	
Sewer Service	28,859 00
Water Service	198,804 00
Cemetery Division, Parks and Recreation Department	38,435 00
TOTAL	\$302,028 00

PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1963 APPROPRIATION	1964 DEPARTMENT ESTIMATE	1964 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$161,660 00	\$178,608 00	\$178,608 00
1-01-75 Office of Development	30,000 00	42,400 00	42,400 00
1-01-76 Office of Neighborhood Improvement	150,000 00	192,040 00	178,420 00
1-01-94 Conventions and Entertainment of Distinguished Guests	15,000 00	25,000 00	25,000 00
1-01-95 Public Celebrations	85,000 00	85,000 00	85,000 00
1-13-77 U. S. Bond Allotment Plan	28,229 00	29,200 00	29,200 00
1-13-78 Committee for Civic Unity	1,000 00	1,000 00	1,000 00
1-13-79 Youth Activities Bureau	37,020 00	60,520 00	60,520 00
1-01-12 City Council	165,271 00	175,170 00	175,170 00
1-01-13 City Council Proceedings	21,500 00	21,500 00	21,500 00
ELECTIONS			
1-01-21 Election Department	458,212 00	557,164 00	555,140 00
FINANCE			
1-01-31 Auditing Department	456,152 77	505,635 00	483,698 00
1-01-36 Assessing Department	756,869 40	826,744 00	754,585 00
1-01-37 Collecting Division, Treasury Department	304,287 96	321,079 00	298,012 00
1-01-38 Treasury Division, Treasury Department	276,811 99	299,225 00	279,436 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,650 00	2,650 00	2,650 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,258,708 93	1,340,421 00	1,293,323 00
LAW			
1-01-51 Law Department	420,837 27	506,913 00	458,762 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	95,689 25	95,964 00	95,878 00
1-01-62 City Documents	57,000 00	55,000 00	55,000 00
PLANNING			
1-01-72 Board of Zoning Adjustments	2,400 00	740 00	615 00
1-01-73 Zoning Commission	2,400 00	4,745 00	4,745 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,420,867 10	1,724,929 00	1,567,716 00
1-01-87 Auditorium Commission	397 75	—	—
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	124,236 23	138,849 00	128,230 00
1-01-93 Finance Commission	69,400 00	69,750 00	69,750 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	18,192,088 67	18,989,053 00	18,528,997 00
FIRE			
1-02-21 Fire Department	13,337,748 91	13,807,971 00	13,568,638 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	886,221 09	1,060,959 00	984,561 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	90,505 00	113,162 00	113,012 00
OTHER			
1-02-51 Boston Traffic Department	982,495 64	1,062,566 00	1,010,615 00
1-02-52 Licensing Board	129,984 88	145,828 00	132,029 00
PUBLIC WORKS			
1-03-00 Public Works Department	9,221,707 16	10,492,625 00	9,814,742 00
HEALTH			
1-05-00 Health Department	2,289,007 98	2,566,757 00	2,420,340 00

	1963 APPROPRIATION	1964 DEPARTMENT ESTIMATE	1964 ALLOWANCE
HOSPITALS			
1-06-00 Hospital Department	\$18,649,947 23	\$21,200,266 00	\$20,177,175 00
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	26,770,896 85	31,965,528 00	28,125,475 00
AID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department	2,702,301 00	3,150,083 00	2,837,954 00
LIBRARIES			
1-10-11 Library Department	3,466,607 00	3,994,882 00	3,781,105 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation	3,825,204 47	4,121,889 00	3,749,830 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	370,000 00	500,000 00	375,000 00
1-13-41 Workmen's Compensation Service	40,375 37	42,847 00	42,497 00
1-13-42 Workmen's Compensation	300,000 00	300,000 00	300,000 00
1-13-61 City Record, Publication of	53,828 00	55,394 00	53,840 00
1-13-74 Pensions and Annuities, City	5,553,086 00	5,690,000 00	5,690,000 00
1-23-31 Snow Removal	800,000 00	736,670 00	714,670 00
1-25-11 Federal Public Health Program	5,500 00	5,500 00	5,500 00
1-33-73 Reserve Fund	200,000 00	200,000 00	200,000 00
1-71-61 Boston Redevelopment Authority	280,415 00	850,005 00	804,623 00
1-14-50 Departmental Equipment	579,500 00	1,371,507 00	1,189,627 00
1-01-98 Hospital and Insurance Plan for Employees	1,700,000 00	1,900,000 00	1,900,000 00
1-05-25 T. B. Patient Care	1,250,000 00	1,000,000 00	1,000,000 00
1-33-74 Down Payment Hospital Loan	146,000 00	—	—
GRAND TOTAL	\$118,225,020 90	\$132,583,738 00	\$124,364,588 00

COUNTY BUDGET SUMMARY

	1963 APPROPRIATION	1964 DEPARTMENT ESTIMATE	1964 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65 Registry of Deeds	\$472,985 02	\$517,888 00	\$514,227 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82 County Court House (Custodian)	757,513 98	810,288 00	778,490 00
1-01-84 Buildings Division, Real Property Department (County Buildings)	214,025 00	236,499 00	236,499 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11 Jail	576,094 25	659,746 00	615,912 00
4-08-12 Central Office, Penal Institutions Department	55,305 00	59,225 00	59,225 00
4-08-13 House of Correction, Penal Institutions Department	1,091,198 37	1,200,341 00	1,158,022 00
4-08-14 Middlesex County Training School	80,000 00	80,000 00	80,000 00
JUDICIAL			
CENTRAL COURTS			
4-12-11 Supreme Judicial Court	102,823 23	130,185 00	128,242 00
4-12-12 Superior Court, General Expenses	146,701 00	152,135 00	151,580 00
4-12-13 Clerk's Office, Superior Court, Civil Session	942,043 81	1,089,322 00	988,322 00
4-12-14 Criminal Session, Superior Court	744,992 27	828,454 00	824,406 00
4-12-15 Municipal Court, City of Boston	1,058,056 73	1,236,077 00	1,210,054 00
4-12-16 Boston Juvenile Court	179,787 09	210,285 00	208,696 00
4-12-17 Probate Court	93,201 00	114,964 00	100,214 00
4-12-18 Court Officers' Division, Superior Court	414,739 00	487,349 00	464,516 00
4-12-19 Probation Department, Superior Court, Criminal Session	91,323 00	96,206 00	95,103 00
DISTRICT COURTS			
4-12-21 Municipal Court, Charlestown District	106,103 89	132,480 00	127,441 00
4-12-22 East Boston District Court	116,847 34	135,970 00	135,346 00
4-12-23 Municipal Court, South Boston District	110,636 25	131,075 00	129,459 00
4-12-24 Municipal Court, Dorchester District	198,824 00	230,487 00	229,629 00
4-12-25 Municipal Court, Roxbury District	493,769 20	553,481 00	549,940 00
4-12-26 Municipal Court, West Roxbury District	145,631 84	189,241 00	174,727 00
4-12-27 Municipal Court, Brighton District	90,429 59	122,086 00	117,336 00
4-12-28 District Court of Chelsea	127,747 36	149,233 00	146,638 00
MEDICAL EXAMINATIONS			
4-12-31 Medical Examiner Service, Northern Division	53,141 43	54,168 00	54,168 00
4-12-32 Medical Examiner Service, Southern Division	31,553 75	33,739 00	33,539 00
4-12-33 Associate Medical Examiner Service, Northern Di- vision	5,048 00	5,148 00	5,148 00
4-12-34 Associate Medical Examiner Service, Southern Di- vision	5,048 00	5,048 00	5,048 00
OTHER			
4-12-41 Social Law Library	2,000 00	2,000 00	2,000 00
4-12-42 Mental Illness	55,000 00	55,000 00	55,000 00
MISCELLANEOUS			
4-13-75 Pensions and Annuities	215,000 00	271,500 00	271,500 00
4-14-50 Departmental Equipment	29,856 00	91,296 00	66,172 00
GRAND TOTAL	\$8,807,425 40	\$10,070,916 00	\$9,716,599 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION		1963 APPROPRIATION	1964 DEPARTMENT ESTIMATE	1964 ALLOWANCE
-01-37	COLLECTING DIVISION, TREASURY DEPARTMENT:			
	WATER SERVICE	\$183,296 00	\$206,755 00	\$196,917 00
	SEWER SERVICE	28,017 00	32,166 00	32,166 00
-03-31	SEWER SERVICE, PUBLIC WORKS DEPARTMENT . .	804,530 92	1,019,061 00	812,248 00
-13-21	CEMETERY DIVISION, PARKS AND RECREATION DE- PARTMENT	408,627 21	494,081 00	440,180 00
-71-12	WATER SERVICE, PUBLIC WORKS DEPARTMENT . .	3,044,829 08	4,486,396 00	3,178,478 00
-71-16	PENSIONS AND ANNUITIES	475,000 00	491,000 00	491,000 00
-01-49	ADMINISTRATIVE SERVICES DATA PROCESSING UNIT			
	WATER SERVICE	72,434 00	81,405 00	80,499 00
	SEWER SERVICE	31,866 00	34,965 00	34,543 00
-06-21	HOSPITAL DEPARTMENT: SANATORIUM DIVISION	2,397,667 62	3,088,085 00	2,519,615 00
-14-50	DEPARTMENTAL EQUIPMENT	257,654 00	354,128 00	302,028 00
	GRAND TOTAL	\$7,703,921 83	\$10,288,042 00	\$8,087,674 00

TWO-YEAR COMPARISON CITY BUDGET

APPROPRIATION	1963 APPROPRIATION	1964 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$62,077,317 90	\$65,087,862 00	\$3,010,544 10
Temporary Employees	1,043,232 00	1,237,986 00	194,754 00
Overtime	1,827,464 00	1,841,302 00	13,838 00
TOTAL PERSONAL SERVICES	\$64,948,013 90	\$68,167,150 00	\$3,219,136 10
CONTRACTUAL SERVICES	8,136,732 00	9,275,127 00	1,138,395 00
SUPPLIES AND MATERIALS	6,070,827 00	6,070,865 00	38 00
CURRENT CHARGES AND OBLIGATIONS:			
Welfare Assistance	24,510,000 00	25,510,000 00	1,000,000 00
Veterans' Benefits	2,300,000 00	2,400,000 00	100,000 00
All others	653,813 00	753,529 00	99,716 00
EQUIPMENT	579,500 00	1,189,627 00	610,127 00
STRUCTURES AND IMPROVEMENTS	126,500 00	437,000 00	310,500 00
LAND AND IMPROVEMENTS	360,000 00	116,000 00	244,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	15,000 00	25,000 00	10,000 00
Public Celebrations	85,000 00	85,000 00	
Snow Removal	800,000 00	714,670 00	85,330 00
Federal Public Health Program	5,500 00	5,500 00	
Workmen's Compensation	300,000 00	300,000 00	
Reserve Fund	200,000 00	200,000 00	
Pensions and Annuities	5,553,086 00	5,690,000 00	136,914 00
Bond Allotment Plan	28,229 00	29,200 00	971 00
Committee for Civic Unity	1,000 00	1,000 00	
Executions of Court, Damage Claims and Reimburse- ments	370,000 00	375,000 00	5,000 00
Office Supplies Account	15,000 00	15,000 00	
Beacon Hill Architectural Commission	1,400 00	2,000 00	600 00
Zoning Commission	2,400 00	—	2,400 00
Youth Activities Bureau	37,020 00	60,520 00	23,500 00
Office of Development	30,000 00	42,400 00	12,400 00
Tuberculosis Patient Care	1,250,000 00	1,000,000 00	250,000 00
Hospital and Insurance Plan for Employees	1,700,000 00	1,900,000 00	200,000 00
Hospital Equipment Loan Down Payment	146,000 00	—	146,000 00
GRAND TOTAL	\$118,225,020 90	\$124,364,588 00	\$6,139,567 10

* Denotes decrease

**TWO-YEAR COMPARISON
COUNTY BUDGET**

	1963 APPROPRIATION	1964 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$6,611,343 40	\$7,244,702 00	\$633,358 60
Temporary Employees	103,171 00	163,889 00	60,718 00
Overtime	36,180 00	44,500 00	8,320 00
TOTAL PERSONAL SERVICES	\$6,750,694 40	\$7,453,091 00	\$702,396 60
CONTRACTUAL SERVICES	993,920 00	1,064,660 00	70,740 00
SUPPLIES AND MATERIALS	706,323 00	749,356 00	43,033 00
CURRENT CHARGES AND OBLIGATIONS	31,632 00	31,820 00	188 00
EQUIPMENT	29,856 00	66,172 00	36,316 00
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	80,000 00	80,000 00	
Pensions and Annuities	215,000 00	271,500 00	56,500 00
GRAND TOTAL	\$8,807,425 40	\$9,716,599 00	\$909,173 60

TWO-YEAR BUDGET COMPARISON INCOME DEPARTMENTS

	1963 APPROPRIATION	1964 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$4,608,052 83	\$4,687,250 00	\$79,197 17
Temporary Employees	18,079 00	40,810 00	22,731 00
Overtime	152,712 00	178,465 00	25,753 00
TOTAL PERSONAL SERVICES	\$4,778,843 83	\$4,906,525 00	\$127,681 17
CONTRACTUAL SERVICES	937,150 00	960,297 00	23,147 00
SUPPLIES AND MATERIALS	741,256 00	785,401 00	44,145 00
CURRENT CHARGES AND OBLIGATIONS	141,110 00	149,923 00	8,813 00
EQUIPMENT	257,654 00	302,028 00	44,374 00
STRUCTURES AND IMPROVEMENTS	322,908 00	441,500 00	118,592 00
LAND AND IMPROVEMENTS	50,000 00	51,000 00	1,000 00
SPECIAL APPROPRIATION:			
Pensions and Annuities	475,000 00	491,000 00	16,000 00
GRAND TOTAL	\$7,703,921 83	\$8,087,674 00	\$383,752 17

